



TOWN OF GRAFTON
GRAFTON MEMORIAL MUNICIPAL CENTER
30 PROVIDENCE ROAD

GRAFTON, MASSACHUSETTS 01519
(508) 839-5335 ext 1100 • FAX (508) 839-4602

www.grafton-ma.gov

**SELECT BOARD
MEETING AGENDA**

August 13, 2019
Municipal Center, Conference Room A
7:00 p.m.

CALL TO ORDER

AMENDED 8/12/19

ANNOUNCEMENTS

1. SCHEDULE

- a) One Day Beer and Wine License(s) – Tufts Cummings School of Veterinary Med.
August 27th & 30th, September 6th, October 4th, 18th & 26th, November 15th and
December 13th.
- b) One Day Beer and Wine License – Joe Henry Berube, GHS Football Fund
Raiser, Grafton Community Barn, August 17th
- c) One Day Beer and Wine License(s) – Apple Tree Arts, August 17th and
September 27th.
- d) Host Agreement Spinney Enterprises Inc. 130 & 134 Worcester Street

2. RESIGNATIONS

3. APPOINTMENTS – SELECT BOARD

- a) Emergency Management Director Candidates: Nick Childs & Robert Holmes
- b) Disability Commission: Charge Amendment & Appointments
Appoint: Roger Trahan, Jr.
Catherine Dore
Alex McCullough
Kristie Proctor
Daryl Rynning
Donna Stock
(1) Elected Official
- c) Mill Villages Park Committee – Robert Perla
- d) Designate Select Board Representative - Capital Planning Bylaw Committee

APPOINTMENTS - Town Administrator

- e) Firefighter Designation to Regular Status: Taylor Shannon, Station 2 and Zachary Clements, Station 1
- f) Auxiliary Members Grafton Fire Department: Douglas Aronson, Station 1
Jonathan Moreno, Station 3

4. NEW BUSINESS

- a) Chapter 90 – Various Projects

5. SELECT BOARD REPORTS / TA REPORTS

6. CORRESPONDENCE

7. DISCUSSION

8. MEETING MINUTES

EXECUTIVE SESSION

MGL Chapter 30A, Sec. 21(3)
Litigation Update
Litigation Strategy
Union Negotiations
Land Negotiation
Non Union Negotiations
Strategy for Negotiations
Minutes

ADJOURN

1 (a) SCHEDULE: ONE DAY BEER & WINE - TUFTS

Cummings School of Veterinary Medicine at Tufts University has submitted application for eight (8) one day beer and wine licenses. They have a TIPS trained server, proper insurance and will have a detail officer at the events.

The dates are:

August 27– Welcome BBQ

August 30 – SAVMA BBQ (American Veterinary Med Assoc)

September 6 - Student/Alumni Gathering

October 4 – Alpha Psi Networking Event

October 18 – Student / Faculty / Staff Social Gathering

October 26 – Parent/Family Day Reception

November 15 - Student / Faculty / Staff Social Gathering

December 13 - Student / Faculty / Staff Social Gathering

As you know, Tufts has been issued many licenses over the past several years. There have been no issues and they have been very responsible with serving.

MOTION:

I move the board vote to approve one day beer and wine licenses for events being held at the Cummings School of Veterinary Medicine at Tufts University on the following dates: August 27th & 30th, September 6th, October 4th, 18th & 26th, November 15th and December 13th.

V22/V23 BBQ



COMMONWEALTH OF MASSACHUSETTS

TOWN OF GRAFTON

APPLICATION FOR LICENSE

The undersigned hereby applies for a License in accordance with the provisions of the Statutes relating thereto: (FULL NAME OF PERSON, FIRM OR CORPORATION MAKING APPLICATION):

Tufts Cummings School of Veterinary Medicine

SPECIAL NOTICE. If you use scales or measures, you must have these devices tested annually by the Sealer of Weights and Measures in accordance with Chapter 9B of the Massachusetts General Laws.

8/27/19
Date(s) for one day events

200 Westboro Rd., No. Grafton
Location

To the Honorable Board of Selectmen; Town of Grafton, Massachusetts

I hereby respectfully submit an application(s) for a license as indicated by (X), for which the fee is enclosed.

- | | |
|---|---|
| <input type="checkbox"/> Garage Class _____ (\$100) | <input type="checkbox"/> Music/entertainment (\$10) |
| <input type="checkbox"/> Hawkers/Peddler (\$25.00) | <input type="checkbox"/> Common Victuallers (\$25) |
| <input type="checkbox"/> Pool Room, 1 table(s) at (\$25) each | <input type="checkbox"/> Inn holders (\$25) |
| <input type="checkbox"/> Bowling, _____ alleys at (\$25) each | <input checked="" type="checkbox"/> One Day Beer & Wine (\$25) ** |
| <input type="checkbox"/> Auctioneer (\$25) | <input type="checkbox"/> One Day All Alcoholic (\$25) |
| <input type="checkbox"/> One Day Auctioneer (\$10) | <input type="checkbox"/> Second Hand Articles (\$40) |
| <input type="checkbox"/> Pinball (\$30). Include name and manufacturer of machine below. If more space is needed, please use reverse side | |

Business Name: Tufts Cummings School of Veterinary Medicine

License Holders Name/Title: Barbara Berman

Business Address: 200 Westboro Rd. North Grafton, MA 01536

Residential Address: N/A

Phone Number & Email Address: 508 887-4725 Barbara.Berman@tufts.edu

PLEASE COMPLETE THE REVERSE SIDE
Incomplete applications will not be processed

cji/TPM

Pursuant to Massachusetts General Laws, Chapter 62C, Section 49A. I certify under the penalties of perjury that, to my best knowledge and belief, I have filed all State tax returns and paid all State taxes required under law.

Trustees of Tufts College
C/o Cummings School of Veterinary Medicine — Dean's Office

(Print) Name (of individual or Corporation as applicable)

200 Westboro Road
Street Address

No. Grafton MA 01536
City/Town State Zip Code

* Signature of Individual or
Corporate Name (mandatory)

Joseph M. Mame
Re: Corporate Officer
(mandatory, if applicable)

Social Security Number (voluntary) or
Federal Identification Number

FEIN: 042103634

This license will not be issued unless this certification clause is signed by the applicant.

Your Social Security/Fed ID number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Mass. G.L. c 62s. 49A.

Date: 8/7/19



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8/30/19
Date(s) for one day events

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Location

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Re: Corporate Officer
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Date: 8/7/19

Cummings Gather



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9/6/19

Date(s) for one day events

200 Westboro Rd., No. Grafton

Location

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Street Address

No. Grafton MA 01536
City/Town State Zip Code

* Signature of individual or
Corporate Name (mandatory)

Joseph M. Manna
Re: Corporate Officer
(mandatory, if applicable)

Social Security Number (voluntary) or
Federal Identification Number

FEIN: 042103634

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10/4/19
Date(s) for one day events

200 Westboro Rd., No. Grafton
Location

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(Print) Name (of individual or Corporation as applicable)

200 Westboro Road
Street Address

No. Grafton MA 01536
City/Town State Zip Code

* Signature of Individual or
Corporate Name (mandatory)

Joseph M. Warner
Re: Corporate Officer
(mandatory, if applicable)

Social Security Number (voluntary) or
Federal Identification Number

FEIN: 042103634

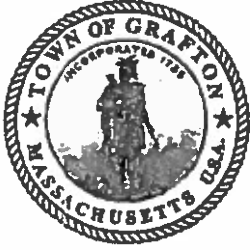
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Cummings Gartner



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10/18/19
Date(s) for one day events

200 Westboro Rd., No. Grafton
Location

To the Honorable Board of Selectmen; Town of Grafton, Massachusetts

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Residential Address: N/A

Phone Number & Email Address: 508 887-4725 Barbara.Berman@tufts.edu

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Cummings School of Veterinary Medicine — Dean's Office

(Print) Name (of individual or Corporation as applicable)

200 Westboro Road

Street Address

No. Grafton

City/Town

MA

State

01536

Zip Code

* Signature of Individual or
Corporate Name (mandatory)

Joseph M. M...
Re: Corporate Officer
(mandatory, if applicable)

Social Security Number (voluntary) or
Federal Identification Number

FEIN: 042103634

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10/26/19
Date(s) for one day events

200 Westboro Rd., No. Grafton
Location

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Residential Address: N/A

Phone Number & Email Address: 508 887-4725 Barbara.Berman@tufts.edu

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(Print) Name (of individual or Corporation as applicable)

200 Westboro Road
Street Address

No. Grafton MA 01536
City/Town State Zip Code

* Signature of Individual or
Corporate Name (mandatory)

Joseph McManus
Re: Corporate Officer
(mandatory, if applicable)

Social Security Number (voluntary) or
Federal Identification Number

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11/15/19
Date(s) for one day events

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Joseph M. Marano
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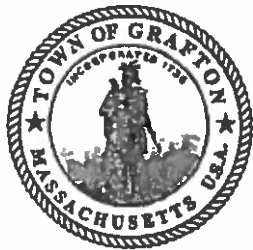
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12/13/19
Date(s) for one day events

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Location

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200 Westboro Road
Street Address

No. Grafton MA 01536
City/Town State Zip Code

Tufts University Joseph M. Name
Signature of Individual or Re: Corporate Officer
Corporate Name (mandatory) (mandatory, if applicable)

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Date: 8/7/19

cji/TPM



eTIPS On Premise 3.0

CERTIFIED

Issued: 3/14/2017

Expires: 3/14/2020

ID#: 4478850

Jean M Sagerian
38 New Boston Rd
Sturbridge, MA 01566-1011

For service visit us online at www.gettips.com

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CUMMINGS SCHOOL FALL SEMESTER EVENTS

8/27/19

V22/V23 BBQ: Barbeque hosted by the Class of 2022 to welcome their “little brothers and sisters” in the new class. This is a late-afternoon event, and food, beer, wine, and soft drinks will be served on the lawn of the campus center (or indoors in the event of rain).

8/30/19

SAVMA BBQ: All-student club fair hosted by the Student chapter of the American Veterinary Medical Association. Officers of Cummings’s student clubs and organizations will be present to introduce students to their clubs’s missions and plans for the new academic year. Food, beer, wine, and soft drinks will be served.

9/6/19

Cummings Gather Event: Cummings Gather is a student-run group that brings students, faculty, and staff (and sometimes alumni) together for campus social events. Food, beer, wine, and soft drinks will be served on the campus center lawn (or indoors in the event of rain).

10/4/19

Networking Event: Our Alpha Psi organization will sponsor this “networking” event with the goal of bringing students, faculty, staff, and alumni together to meet and discuss possible in-school collaborations, employment, etc. Food, beer, wine, and soft drinks will be served in the campus center.

10/18/19

Cummings Gather Event: The Gather group will host an early-evening social for students, faculty, and staff. Gather will provide food, beer, wine, and soft drinks to be served in the campus center.

10/26/19

Parents & Family Day Reception: The Alpha Psi student group will host a reception to greet students' parents and other family members taking part in Parents & Family Day. Food, beer, wine, and soft drinks will be served during the late afternoon hours after the other planned activities have ended.

11/15/19

Cummings Gather Event: The Gather group will host a late afternoon/early evening social for students, faculty and staff. Food, beer, wine, and soft drinks will be served in the campus center.

12/13/19

Cummings Gather Event: The Gather group will host a late afternoon/early evening social for students, faculty and staff. Food, beer, wine, and soft drinks will be served in the campus center.

NOTE: A TIPS-certified bartender will serve all alcohol at all events. A police detail officer will be present for the duration of each event.

[Back to Agenda](#)

**1 (b) SCHEDULE: ONE DAY BEER & WINE LICENSE FRIENDS OF
GRAFTON FOOTBALL MEET & GREET**

Joe Berube has submitted application for a one day beer and wine license for an event on August 17th at the Grafton Community Barn. This is a fund raising event to support the needs of the Grafton High School Football team for the upcoming season. The server for the evening is TIPS Certified and a copy of his certificate is on file.

MOTION:

I move the board vote to approve one day beer and wine licenses for Joe Henry Berube, for the GHS Football fund raiser, August 17th at the Community Barn.

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COMMONWEALTH OF MASSACHUSETTS

TOWN OF GRAFTON

APPLICATION FOR LICENSE

The undersigned hereby applies for a License in accordance with the provisions of the Statutes relating thereto: (FULL NAME OF PERSON, FIRM OR CORPORATION MAKING APPLICATION):

Joe Henry James Berube

SPECIAL NOTICE. If you use scales or measures, you must have these devices tested annually by the Sealer of Weights and Measures in accordance with Chapter 9B of the Massachusetts General Laws.

8/17/19
Date(s) for one day events

Community Barn
Location

To the Honorable Board of Selectmen; Town of Grafton, Massachusetts

I hereby respectfully submit an application(s) for a license as indicated by (X), for which the fee is enclosed.

- | | |
|---|---|
| <input type="checkbox"/> Garage Class _____ (\$100) | <input type="checkbox"/> Music/entertainment (\$10) |
| <input type="checkbox"/> Hawkers/Peddler (\$25.00) | <input type="checkbox"/> Common Victuallers (\$25) |
| <input type="checkbox"/> Pool Room, 1 table(s) at (\$25) each | <input type="checkbox"/> Inn holders (\$25) |
| <input type="checkbox"/> Bowling, _____ alleys at (\$25) each | <input checked="" type="checkbox"/> One Day Beer & Wine (\$25) ** |
| <input type="checkbox"/> Auctioneer (\$25) | <input type="checkbox"/> One Day All Alcoholic (\$25) |
| <input type="checkbox"/> One Day Auctioneer (\$10) | <input type="checkbox"/> Second Hand Articles (\$40) |
| <input type="checkbox"/> Pinball (\$30). Include name and manufacturer of machine below. If more space is needed, please use reverse side | <input type="checkbox"/> Other / Farmers Market Special (\$25) |

Business Name: _____

License Holders Name/Title: Joe Henry Berube

Business Address: 24 ~~St~~ Old Grafton Rd Grafton MA 01519

Residential Address: 24 Old Grafton Rd Grafton MA 01519

Phone Number & Email Address: 508 863 6925 jberube@verizon.net

PLEASE COMPLETE THE REVERSE SIDE
Incomplete applications will not be processed

Pursuant to Massachusetts General Laws, Chapter 62C, Section 49A. I certify under the penalties of perjury that, to my best knowledge and belief, I have filed all State tax returns and paid all State taxes required under law.

Joe Henry Berube

(Print) Name (of individual or Corporation as applicable)

24 Old upen Road

Street Address

Grafton

MA

01519

City/Town

State

Zip Code

Joe Henry Berube

* Signature of Individual or
Corporate Name (mandatory)

Re: Corporate Officer
(mandatory, if applicable)

Social Security Number (voluntary) or
Federal Identification Number

011 60 5744

This license will not be issued unless this certification clause is signed by the applicant.

Your Social Security/Fed ID number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Mass. G.L. c 62s. 49A.

Date: 8-1-19

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First Annual Friends of GHS Football “Meet and Greet” Tailgate

We are getting together to boost our program and help raise money to support the needs of the team for the upcoming season. Come meet fellow parents/friends/supporters of Grafton High School Football while we watch the Patriots pre-season game vs. the Titans!

- **Saturday, August 17, 2019**
- **6-10pm**
- **Grafton Community Barn, 37 Wheeler Road, North Grafton**
- **\$25 pp (includes admission, tailgate type appetizers, beer & non-alcoholic beverages)**
- **To purchase tickets or to make a donation:**
 - **VENMO Joe Berube @Friendsof GHSFootball or send a check to Joe Berube, 24 Old Upton Road, Grafton MA 01519**
 - **Pay cash at the door. You will need to RSVP to jjberube@verizon.net to be added to the guest list and included in the count.**

Raffle baskets

Appetizers

Beer

Cornhole

Gigantic Jenga

Signed Obi Melifonwu Jersey

& much more!

Get your tickets NOW as only 90 tickets will be available!

ry it with you as proof of your TIPS certificatio

ID#: 4537745 Name: JAIME A LAFLAME

Exam Date: 5/10/2017 Expiration Date: 5/10/2020



On Premise

Issued: 5/30/2017

ID#: 4537745

CERTIFIED

Expires: 5/10/2020

JAIME A LAFLAME

118 Adams Rd

North Grafton, MA 01536-2202

For service visit us online at www.gettips.com

TIPS Trainer: Kimberly Landry, 45375

1 (c) SCHEDULE: ONE DAY BEER AND WINE LICENSE – APPLE TREE ARTS

Apple Tree Arts has applied for two a one day beer and wine licenses for an events being held in the Great Hall. A copy of their TIPS Training Certificate has been submitted.

The dates are:

August 17th - An Evening with Peter Yarrow (Of Peter Paul & Mary)

September 27th – Tom Rush in Concert with Matt Kakoa

MOTION:

I move the Board vote to approve the one day beer and wine licenses for Apple Tree Arts for August 17, 2019 and September 2, 2019.

Apple Tree Arts
Company Name/Applicant Name

DATE:

7/25/19

pd

Application for and/or renewal of Town Licenses. Please complete both sides and return to the Board of Selectmen with your payment.

** The Board of Selectmen meet on the first and third Tuesday of every month. If your application and/or renewal is not received and processed by Noon on Wednesday prior to the Selectmen's meeting on said Tuesday, your request will be delayed until the next scheduled meeting.

SPECIAL NOTICE. If you use scales or measures, you must have these devices tested annually by the Sealer of Weights and Measures in accordance with Chapter 9B of the Massachusetts General Laws.

August 17, 2019
Date(s) of Function

One Grafton Common
Location of Function

To the Honorable Board of Selectmen
Town of Grafton, Massachusetts

I hereby respectfully make application for a Renewal () / Original () license as indicated by (X), for which the fee is enclosed.

- | | |
|---|--|
| <input type="checkbox"/> Garage Class _____ (\$100) | <input type="checkbox"/> Music/Entertainment (\$10) |
| <input type="checkbox"/> Peddler (\$25.00) | <input type="checkbox"/> Common Victuallers (\$25) |
| <input type="checkbox"/> Pool Room, _____ tables at (\$25) each | <input type="checkbox"/> Innholders (\$25) |
| <input type="checkbox"/> Bowling, _____ alleys at (\$25) each | <input checked="" type="checkbox"/> One Day Beer & Wine (\$25) |
| <input type="checkbox"/> Auctioneer (\$25) | <input type="checkbox"/> One Day All Alcoholic (\$25) |
| <input type="checkbox"/> One Day Auctioneer (\$10) | <input type="checkbox"/> Second Hand Articles (\$40) |
| <input type="checkbox"/> Pinball (\$30). Include name and manufacturer of machine below. If more space is needed, please use reverse side | |

Name: _____

Manufacturer: _____

Business Name: Apple Tree Arts

License in name of: Donna Blanchard

Title: Executive Director

Business Address: One Grafton Common
Grafton, MA 01519

Phone No.: 508-839-4286

Residence: 24 Barbara Jean Street
Grafton, MA 01519

Phone No. 508-839-4984

Signature of Applicant:

Donna Blanchard

PLEASE COMPLETE THE REVERSE SIDE

Pursuant to Massachusetts General Laws, Chapter 62C, Section 49A. I certify under the penalties of perjury that, to my best knowledge and belief, I have filed all State tax returns and paid all State taxes required under law.

Apple Tree Arts
(Print) Name (of individual or Corporation as applicable)

One Gratton Common
Street Address

Gratton, MA 01579
City/Town State Zip Code

Diana Blanchard
* Signature of Individual or Corporate Name (mandatory) Re: Corporate Officer (mandatory, if applicable)

04-3267088
** Social Security No. (voluntary) or Federal Identification Number

* This license will not be issued unless this certification clause is signed by the applicant.

** Your Social Security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Mass. G.L. c 62s. 49A.

Date: 7/25/19

An Evening with Peter Yarrow

(of Peter, Paul and Mary)



APPLE TREE ARTS

Saturday

August 17, 2019

7:30 p.m.



Great Hall at Apple Tree Arts
One Grafton Common
Tickets@www.appletreearts.org
or call 508-839-4286

Apple Tree Arts
Company Name/Applicant Name

DATE: 7/25/19

Application for and/or renewal of Town Licenses. Please complete both sides and return to the Board of Selectmen with your payment.

** The Board of Selectmen meet on the first and third Tuesday of every month. If your application and/or renewal is not received and processed by Noon on Wednesday prior to the Selectmen's meeting on said Tuesday, your request will be delayed until the next scheduled meeting.

SPECIAL NOTICE. If you use scales or measures, you must have these devices tested annually by the Sealer of Weights and Measures in accordance with Chapter 9B of the Massachusetts General Laws.

Sept. 27, 2019
Date(s) of Function

One Grafton Common
Location of Function

To the Honorable Board of Selectmen
Town of Grafton, Massachusetts

I hereby respectfully make application for a Renewal () / Original () license as indicated by (X), for which the fee is enclosed.

- | | |
|---|--|
| <input type="checkbox"/> Garage Class _____ (\$100) | <input type="checkbox"/> Music/Entertainment (\$10) |
| <input type="checkbox"/> Peddler (\$25.00) | <input type="checkbox"/> Common Victuallers (\$25) |
| <input type="checkbox"/> Pool Room, _____ tables at (\$25) each | <input type="checkbox"/> Innholders (\$25) |
| <input type="checkbox"/> Bowling, _____ alleys at (\$25) each | <input checked="" type="checkbox"/> One Day Beer & Wine (\$25) |
| <input type="checkbox"/> Auctioneer (\$25) | <input type="checkbox"/> One Day All Alcoholic (\$25) |
| <input type="checkbox"/> One Day Auctioneer (\$10) | <input type="checkbox"/> Second Hand Articles (\$40) |
| <input type="checkbox"/> Pinball (\$30). Include name and manufacturer of machine below. If more space is needed, please use reverse side | |

Name: _____

Manufacturer: _____

Business Name: Apple Tree Arts

License in name of: Donna Blanchard

Title: Executive Director

Business Address: One Grafton Common
Grafton, MA 01519

Phone No.: 508-839-4286

Residence: 24 Barbara Jean Street
Grafton, MA 01519

Phone No. 508-839-4984

Signature of Applicant:

Donna Blanchard

PLEASE COMPLETE THE REVERSE SIDE

Pursuant to Massachusetts General Laws, Chapter 62C, Section 49A. I certify under the penalties of perjury that, to my best knowledge and belief, I have filed all State tax returns and paid all State taxes required under law.

Apple Tree Arts
(Print) Name (of individual or Corporation as applicable)

One Gratton Common
Street Address

Gratton, MA 01519
City/Town State Zip Code

Anna Blanchard
* Signature of Individual or
Corporate Name (mandatory) Re: Corporate Officer
(mandatory, if applicable)

04-3267 088
** Social Security No. (voluntary) or
Federal Identification Number

* This license will not be issued unless this certification clause is signed by the applicant.

** Your Social Security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Mass. G.L. c 62s. 49A.

Date: 7/25/19

Grafton Performing Arts Series presents

Tom Rush in Concert

with Matt Nakoa

Friday, September 27, 2019

7:30 p.m.

Great Hall at Apple Tree Arts

One Grafton Common

Grafton, MA

Tickets on sale now

www.appletreearts.org

or 508-839-4286

Sponsored by:

Grafton Grill

Hunter's Grill and Tap

Reunion Tap and Table

Town House Tavern



1 (d) SCHEDULE: HOST AGREEMENT SPINNEY ENTERPRISES INC

**HOST COMMUNITY AGREEMENT
BETWEEN
SPINNEY ENTERPRISES INC.
AND
THE TOWN OF GRAFTON**

This HOST COMMUNITY AGREEMENT FOR MARIJUANA ESTABLISHMENTS (“Agreement”) is entered into pursuant to M.G.L. c. 94G on this 13th Day of August, 2019 by and between Spinney Enterprises INC. a Massachusetts registered c-corporation with a principal office address of 47 Milford St Mendon Ma 01756 (“OPERATOR”) and the **TOWN OF GRAFTON**, a Massachusetts town with a principal address of 30 Providence Road, Grafton, MA, 01519, by and through its Board of Selectmen or its designee (“TOWN”).

WHEREAS, on November 6, 2012, Massachusetts voters approved the legal use of medical marijuana, allowing patients meeting certain conditions to obtain marijuana produced and distributed by new state-regulated centers; and

WHEREAS, Massachusetts, acting through the Department of Public Health (“DPH”), amended regulatory framework for the regulation of the use of medical marijuana through 105 CMR 725.000 et seq. on December 1, 2017 (the “DPH Regulations”); and

WHEREAS, On November 8, 2016 Massachusetts voters approved the legal cultivation, processing, distribution, sale and use of marijuana for adult use through Chapter 334 of the Acts of 2016, an Act for The Regulation and Taxation of Marijuana; and

WHEREAS, On July 28, 2017, Governor Baker signed the General Court’s revised law on the subject, “An Act to Ensure Safe Access to Marijuana” adopted as Chapter 55 of the Acts of 2017 (the “Act”); and

WHEREAS, Massachusetts, acting through the Cannabis Control Commission (“CCC”) implemented regulatory framework for the regulation of the adult use of marijuana establishments through 935 CMR 500.000 et. seq. on March 23, 2018 (“CCC Regulations”); and

WHEREAS, On December 23, 2018, the administration of the State’s Medical Use of Marijuana Program transferred from DPH to CCC,

WHEREAS, On December 23, 2018, 105 CMR 725.000, DPH’s regulations governing medical marijuana, were rescinded, and replaced with the CCC’s medical marijuana regulations, 935 CMR 501: Medical Use of Marijuana and 935 CMR 502 Colocated Adult-use and Medical-use Marijuana Operations (“CCC Medical Regulations”);

WHEREAS, registered marijuana dispensaries, as defined in the registered marijuana dispensary, or Medical Marijuana Treatment Center, (“RMD”) includes an entity validly registered under 935 CMR 501.100, that acquires, cultivates, possesses, processes (including development of related products such as edible MIPs, tinctures, aerosols, oils, or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing

marijuana, related supplies, or educational materials to registered qualifying patients or their personal caregivers. Unless otherwise specified, RMD refers to the site(s) of dispensing, cultivation, and preparation of marijuana.

WHEREAS, A “marijuana establishment” as defined in the CCC Regulations, means a any other type of licensed marijuana-related business, except a medical marijuana treatment center (“Marijuana Establishment”); and

WHEREAS, OPERATOR seeks licensure and other approvals as a Marijuana Retailer, and an RMD to locate and operate Marijuana Establishments and RMD in the TOWN at 130, 134 Worcester Street (the “Facility”), in accordance with applicable CCC regulations and such approvals as may be issued by the TOWN, by its designated officers, boards and/or commissions, in accordance with its Zoning Bylaw and other applicable regulations in effect at the time that the CCC deems that the OPERATOR’s application is complete; and

WHEREAS, OPERATOR intends to provide certain benefits to the TOWN upon receipt of CCC licensure to operate its Marijuana Establishment and RMD businesses in the TOWN and upon receipt of all required local approvals to do so; and

WHEREAS, OPERATOR and TOWN agree that the OPERATOR’s Marijuana Establishment and RMD businesses will impact TOWN resources in ways unique to such businesses and will uniquely draw upon TOWN resources such as TOWN’s road system, law enforcement, fire protection services, inspectional and permitting services, public health services in a manner not shared by the general population and shall cause additional unforeseen impacts upon the TOWN; and

WHEREAS, M.G.L. c. 94G, §3 (d) requires “that a marijuana establishment or a medical marijuana treatment center seeking to operate or continue to operate in a municipality which permits such operation shall execute an agreement with the host community setting forth the conditions to have a marijuana establishment or medical marijuana treatment center located within the host community which shall include, but not be limited to all stipulations of responsibilities between the host community and the marijuana establishment or a medical marijuana treatment center”

NOW, THEREFORE, in consideration of the above and the mutually agreed promises contained herein, the OPERATOR and the TOWN agree as follows:

1. **Licensure:** All rights and obligations under this Agreement are expressly conditioned upon the OPERATOR’s receipt of a license from the CCC allowing the operation of its Marijuana Retailer business within TOWN and upon OPERATOR’s obtaining all local approvals for the same. If OPERATOR fails to secure licensure from the CCC or any required local approvals, this Agreement shall be null and void and the proposed business shall not be permitted. This Agreement is expressly not conditioned upon the receipt of a license as an RMD, however the OPERATOR may choose to apply for an RMD license in the future.

77 2. **Compliance and Cooperation:** OPERATOR shall comply with all state laws,
78 regulations and orders applicable to Marijuana Establishments and RMDs, and all
79 municipal laws, bylaws, regulations and orders applicable to the operation of Marijuana
80 Establishments and RMDs in TOWN, such provisions being incorporated herein by
81 reference.

82 a. OPERATOR shall be responsible for obtaining all necessary licenses, permits,
83 and approvals required for the operation of its Marijuana Establishments and/or
84 RMD and shall work cooperatively and in good faith with the TOWN in securing
85 the prompt and efficient siting, planning, permitting and preparation for opening
86 of its Marijuana Establishments and RMD.

87 b. OPERATOR agrees and understands that the TOWN'S execution of this
88 Agreement does not constitute a local approval under the Town's zoning bylaws
89 or any other town bylaw or regulation and, thus, shall not: (i) require or obligate
90 the TOWN or its departments or boards to issue such permits and approvals as
91 may be necessary for the OPERATOR to operate its Marijuana Establishment and
92 RMD in the TOWN; (ii) affect, limit, or control the authority of TOWN boards,
93 commissions, councils, and departments from carrying out their respective powers
94 and duties to decide upon and to issue, deny, or otherwise act on applicable
95 permits and other approvals under the laws and regulations of the
96 Commonwealth, or the TOWN's bylaws and regulations; or (iii) cause the TOWN
97 to refrain from enforcement action against the OPERATOR for violations of the
98 terms and conditions of such permits and approvals, or such laws, regulations
99 and/or bylaws.

100 c. OPERATOR shall reimburse the TOWN the cost of a peer review of the
101 OPERATOR's odor control plan, not to exceed \$5,000. The OPERATOR will
102 help the TOWN to identify an entity qualified to conduct such a peer review, at
103 the TOWN's request. This peer review shall only be conducted one time for the
104 TOWN and shall be considered to be part of the Special Permit process. The
105 TOWN agrees this peer review shall meet all the requirements or requests of any
106 other Department, Committee, Board, or any other TOWN entity that may seek
107 additional information related to the OPERATOR's odor control plan.

108 3. **Community Impact Fee:** For the operation of its Marijuana Establishments and RMD,
109 the OPERATOR shall pay a community impact fee as allowed by M.G.L. c. 94G, § 3 (d)
110 ("Impact Fee") in the amounts and under the terms provided herein. OPERATOR shall
111 pay 3% of Gross Sales due as follows:

112 a. The OPERATOR shall make quarterly payments to the TOWN in an amount
113 equal to three percent (3%) of the gross quarterly sales of adult-use and medical
114 cannabis and cannabis-infused products sold to consumers and/or patients at the
115 location and one percent (1%) of the gross quarterly sales of adult-use and
116 medical cannabis and cannabis-infused products sold wholesale to cannabis

businesses unaffiliated with the OPERATOR. This payment shall be in addition to any local option tax accepted by the TOWN.

b. OPERATOR agrees to make a down payment of \$10,000 to the TOWN upon licensure by the CCC as a Marijuana Establishment. The down payment will be a one-time payment and shall be credited toward any payments which become due under paragraph 3c. hereunder.

c. For the first year of this Agreement following the receipt of CCC Final License to Operate as a Marijuana Establishment and all local approvals as set forth in Paragraph 1 above (Commencement of Operation), OPERATOR shall make a payment of \$15,000 within 30 days of the close of the OPERATOR's first full fiscal quarter following Commencement of Operation. Within 30 days following the close of the subsequent 2nd and 3rd Quarters, the OPERATOR shall make payments in the amount of \$40,000. Within 30 days of the close of the OPERATOR's first full fiscal year following Commencement of Operations, the OPERATOR shall remit payment in the amount of 3% of the OPERATOR's gross sales for the OPERATOR's previous full first fiscal less \$120,000. In the event that the OPERATOR has paid in excess of the previous year's 3% of gross sales, the overpayment will be applied to the first subsequent quarter's payment.

d. Subsequent Quarterly Payments from paragraph 3a. above following the first full fiscal year shall be due within 30 days of the end of the company's preceding fiscal quarter throughout the term of the HCA.

e. In the event of a relocation out of the TOWN, an adjustment of the Payment due to the TOWN shall be calculated based on the period of occupation of the Facility with the TOWN, but in no event shall the TOWN be responsible for the return of any Payment or portion thereof already provided to the TOWN by the Company except as provided in paragraph 3 above.

4. **Impact Fees Relative to Town Costs:** Pursuant to M.G.L. c. 94G, §3(d), a "community impact fee shall be reasonably related to the costs imposed upon the municipality by the operation of the marijuana establishment or medical marijuana treatment center ..." ("Town Costs").

5. **Impact Fees as Other Municipal Charges.** Impact Fees are expressly included as "other municipal charges" pursuant to M.G.L. c. 40, § 57. A Town licensing authority may deny, revoke or suspend any license or permit, including renewals and transfers, of OPERATOR or agent thereof if OPERATOR'S name appears on a list furnished to the licensing authority from the Town Collector of individuals delinquent on their taxes and/or water bills. Written notice must be given to OPERATOR by the Tax Collector, as required by applicable provision of law, and OPERATOR must be given the opportunity for a hearing not earlier than 14 days after said notice.

6. **Application of Impact Fee:** OPERATOR expressly acknowledges and agrees that the TOWN is under no obligation to use the payments made hereunder in any particular manner or for any particular purpose.

7. **Accounting and Review.** OPERATOR shall submit a letter from a licensed Certified Public Accountant (CPA) to the TOWN not later than thirty days (30) days after the end of the OPERATOR's preceding fiscal year with a certification of the gross sales for said year.

OPERATOR shall maintain its books, financial records and other compilations of data pertinent to the requirements of this Agreement in accordance with standard accounting practices and the regulations or guidelines of the CCC. All records shall be retained for a period of at least seven (7) years.

So long as this Agreement is in effect and for a period of three (3) years thereafter, the TOWN shall have the right to examine those portion(s) of OPERATOR's books and financial records which relate to determination of the sum of the Payments. Examinations may be made upon not less than thirty (30) days prior written notice from the TOWN and shall occur only during normal business hours at such place where said books and financial records are maintained. The TOWN's examination as aforesaid, shall be conducted in such manner as to not interfere with OPERATOR's normal business activities.

In the Event that the Parties disagree to the accuracy of the certification of the OPERATOR's quarterly sales, the TOWN may conduct an examination of such sales at the expense of the TOWN. If, after such examination and recomputation, an additional fee or payment is owed to the TOWN, the OPERATOR shall reimburse the TOWN for the cost of the examination.

8. **Payment as Condition of Operation, Default and Remedy.** Payment as set forth above is necessary for OPERATOR's continued operation in the TOWN. Failure to make the required payments as scheduled and a failure to cure the failure to pay within 10 days of the due date, shall constitute default of this Agreement and may serve as cause for TOWN's immediate review, upon 10 business days' notice to OPERATOR by the Board of Selectmen. OPERATOR shall be in default of this Agreement if any of the following occur:

a. OPERATOR fails to make the required payments pursuant to Paragraph 3 above, and such failure is not cured within ten (10) business days of written notification from TOWN; or

b. OPERATOR breaches any other provision of this Agreement, and such failure is not cured within thirty (30) days of written notification from TOWN.

As remedy for any such default, the TOWN may, among other remedies, revoke or limit the permission of the OPERATOR to operate in the TOWN and to issue an order to cease

and desist with all operations upon such written notice from the TOWN. Payment means any payment paid from the OPERATOR to the TOWN pursuant to the terms of this Agreement. The Town's costs of enforcing against any such default, including the Town's attorneys' fees, shall be paid by the OPERATOR.

9. **Reporting:** OPERATOR shall provide the TOWN with all copies of its publicly available filings to the Cannabis Control Commission, Secretary of the Commonwealth's Corporations Division, and the Massachusetts Department of Revenue, as requested.

10. **Confidentiality:** To the extent permitted by M.G.L. c. 66, § 10, (the "Public Records Law") OPERATOR may provide to the TOWN certain financial information, investment materials, products, plans, documents, details of company history, know-how, trade secrets, and other nonpublic information related to OPERATOR, its affiliates and operations (collectively, the "Confidential Information"). TOWN (inclusive of its employees, agents, representatives or any other of its affiliated persons) shall not, at any time during the term of this Agreement or thereafter, disclose any Confidential Information to any person or entity, except as may be required by the Massachusetts Public Records Law or order of the Supervisor of Records thereunder; or as may be required by a court order or other applicable law. To the extent, the address of Facility's retail facilities and any documents describing, depicting or otherwise outlining a licensee's security schematics or global positioning system coordinates, physical layout, as well as policies, procedures, practices, and plans pertaining to security are exempt from M.G.L. c. 66, the TOWN (inclusive of its employees, agents, representatives or any other of its affiliated persons) shall not, at any time during the term of this Agreement or thereafter, disclose said information to any person or entity, except as may be required by the Massachusetts Public Records Law or order of the Supervisor of Records thereunder; or as may be required by a court order or other applicable law..

11. **Local Taxes:** OPERATOR shall not object or otherwise challenge the taxability of its real or personal property, as long as the valuation is fair and reasonable and consistent with other commercial properties within the TOWN; however, nothing in this provision shall prohibit the OPERATOR from appealing any assessment made on its property. OPERATOR shall not seek a non-profit exemption from paying such taxes and that, notwithstanding the foregoing, in the event the OPERATOR files as a non-profit:

- a. any real or personal property owned or operated by OPERATOR is determined to be non-taxable or partially non-taxable, or
- b. the value of such property is abated with the effect of reducing or eliminating the tax which would otherwise be paid if assessed at full value, or
- c. OPERATOR is determined to be entitled or subject to exemption with the effect of reducing or eliminating the tax which would otherwise be due if not so exempted, then

OPERATOR shall pay to the TOWN an amount which when added to the taxes, if any, paid on such property, shall be equal to the taxes which would have been payable on such property at full assessed value and at the otherwise applicable tax rate, if there had been no abatement or exemption; this payment shall be in addition to the Impact Fee made by OPERATOR under this Agreement. The OPERATOR shall not request any tax credits or subsidy from the TOWN for the Facility including, but not limited to, any request for a tax exemption or abatement as a non-profit entity and shall not object or otherwise challenge the taxability of its entity and shall not object or otherwise challenge the taxability of the Facility.

OPERATOR understands that the Town has accepted G.L. c. 64N, § 3, allowing a local sales tax on all retail sales of marijuana and marijuana products by a Marijuana Retailer and agrees to pay the same.

12. **Term:** The term of this Agreement is five years from the date the CCC grants the license; terminating on _____, unless sooner terminated by: _____.

- a. revocation of OPERATOR's license by the CCC; or
- b. revocation of OPERATOR's license by the Board of Selectmen; or
- c. revocation of OPERATOR's special permit or other local permit or license; or
- d. OPERATOR's voluntary or involuntary cessation of operations; or
- e. the TOWN's termination of this Agreement for breach of the conditions contained herein that remain uncured 60 days from the date of notice of such breach.

13. **Renegotiation/Applicability:** In no event shall OPERATOR be permitted to continue to operate its Facility after termination as set forth in paragraph 12a., 12b., 12c., 12d, or 12e. above. Six (6) months prior to the end of the term of this Agreement, the parties shall negotiate in good faith a successor agreement to the extent permitted by law.

14. **Security and Public Safety:** The OPERATOR shall work with the TOWN's Police Department and the TOWN's Fire Department to determine the placement of interior and exterior security cameras. OPERATOR will maintain a cooperative relationship with the Police Department and the Fire Department, including but not limited to meetings no less than every 4 months to review operational concerns, cooperation in investigations, and communication to Police Department of any suspicious activities on or in the immediate vicinity of the site. Such camera(s) locations may be altered by the CCC during their security and architectural review process.

15. **Approval of On-Site Manager:** The On-Site Manager shall be a registered marijuana agent approved by the CCC.

- 265 16. **Prevention of Diversion:** The, OPERATOR shall work with the TOWN's Police
266 Department to implement a comprehensive diversion prevention plan to prevent
267 diversion, such plan to be in place prior to the sales commencement date. Such plan will
268 include, but is not limited to, (i) training employees to be aware of, observe, and report
269 any unusual behavior in OPERATOR's Facility employees that may indicate the
270 potential for diversion; (ii) strictly adhering to CCC Regulations as to certification
271 amounts and time periods; (iii) utilizing seed-to-sale tracking software to closely track all
272 inventory. Failure to adhere to such plan following written notice of such failure shall
273 constitute a default of this Agreement. In all such circumstances, the OPERATOR, shall
274 be permitted thirty (30) days to cure any such failure.
- 275 17. **Emergency Response Information:** OPERATOR shall file a satisfactory security and
276 traffic management plans and emergency response plan with the TOWN's Police Chief
277 and Fire Chief which includes: (i) A description of the location and operation of the
278 security system, including the location of the central control on the premises; (ii) a
279 schematic of security zones; (iii) the name of the security alarm company and monitoring
280 company, if any; (iv) a floor plan or layout of the facility identifying all areas within the
281 facility and grounds, including support systems and the internal and external access
282 routes; (v) the location and inventory of emergency response equipment and the contact
283 information of the emergency response coordinator for the Facility; (vi) the location of
284 any hazardous substances and a description of any public health or safety hazards present
285 on site; (vii) a description of any special equipment needed to respond to an emergency at
286 the Facility; (viii) an evacuation plan; (ix) any other information relating to emergency
287 response as requested by the Grafton Fire Department or the Grafton Police Department;
288 and (x) the location of security cameras within and outside of the Facility.
- 289 18. **On-Site Consumption Prohibited:** OPERATOR agrees that, even if permitted by
290 statute or regulation, it will prohibit on-site consumption of marijuana and marijuana-
291 infused products at the Facility.
- 292 19. **Community Impact Hearing Concerns:** OPERATOR agrees to employ its best efforts
293 to work collaboratively and cooperatively with its neighboring businesses and residents
294 to establish written policies and procedures to address mitigation of any concerns or
295 issues that may arise through its operation of the Facility, including, but not limited to
296 any and all concerns or issues raised at OPERATOR'S required Community Outreach
297 Meeting relative to the operation of the Facility.
- 298 20. **Hours of Operation:** OPERATOR's days and hours of retail and dispensing operations
299 shall be Monday through Saturday operating between the hours of 10AM – 11PM, and
300 Sunday Noon-9PM.
- 301 21. **Odor Control:** OPERATOR agrees to contain all cannabis related odors onsite through
302 use of odor control technologies, including but not limited to appropriate ventilation and
303 air handling equipment and odor resistant packaging. Any complaints received by the
304 Town concerning odors that are detectable at abutting properties must be addressed

thoroughly and expediently by OPERATOR. OPERATOR shall provide the TOWN with an odor control plan during the application process at a time mutually agreed to by both parties. Said odor control plan shall be reviewed and approved by an expert selected by the TOWN at its sole discretion. The cost of said review by the TOWN's expert shall be borne by the OPERATOR.

22. Agreement as to Agricultural Exemption: OPERATOR agrees to comply with all laws, rules, regulations and orders applicable to the facility, such provisions being incorporated herein by reference, and shall be responsible for obtaining all necessary licenses, permits and approvals required for the performance of such work. The OPERATOR agrees not to assert or seek exemption as an agricultural use under the provisions of from the requirements of the TOWN's Zoning Bylaws pursuant to M.G. L. c. 40A, § 3.

23. Retail Sales Prohibitions: Unless approved by the CCC, OPERATOR shall be prohibited from operating self-service displays, which includes any display from which customers may select marijuana or marijuana products without assistance from the OPERATOR. OPERATOR further shall be prohibited from operating vending machines, which includes any automated or mechanical self-service device, which upon insertion of money, tokens or any other form of payment, dispenses or makes marijuana or marijuana products unless permitted by the CCC. OPERATOR shall be prohibited from the sale or distribution of edible marijuana products in any form other than an original factory-wrapped package, including the repackaging or dispensing of any edible marijuana products for retail sale unless allowed by the CCC.

24. Access to Premises: Only persons 21 years of age or older are permitted on the premises, unless said establishment is co-located with a Medical Marijuana Treatment Center. If so co-located, the OPERATOR will adhere to the CCC regulations and the CCC's Medical Regulations relative to admittance of patients and care-givers.

25. Local Hiring: To the extent that such a practice and its implementation are consistent with federal and state laws and regulations, OPERATOR will work in a good faith, legal and nondiscriminatory manner to give reasonable preference in the hiring of employees for its Facility to qualified Grafton residents. OPERATOR will endeavor to hire local, qualified employees to the extent consistent with law and with the demands of OPERATOR's business. OPERATOR will endeavor in a good faith, legal and non-discriminatory manner to use local vendors and suppliers where possible.

26. Assignment: OPERATOR shall not assign or transfer this Agreement, in whole or in part, or grant any license, concession or permission therein without prior approval of the TOWN. OPERATOR shall provide the TOWN 30 days' prior written notice of its intent to assign or transfer.

27. Limitation on Operations: The OPERATOR acknowledges and agrees that this Agreement covers the operation of the facility under the full use of the OPERATOR's

Marijuana Retailer, and RMD licenses and no other business enterprise shall be undertaken at the facility absent express agreement of the TOWN.

28. Closure and Clean-Up: In the event the OPERATOR ceases operations at the facility, the OPERATOR shall remove all materials, plants, equipment and other paraphernalia within thirty (30) days of ceasing operations. To ensure the same, the OPERATOR shall provide documentation of a bond or other resources held in an escrow account naming the TOWN in an amount sufficient to adequately support the dismantling and winding down of the facility. The parties acknowledge that the failure to remove materials in their entirety and within the timeframe set forth as set forth herein will cause actual damage to the TOWN, which damages are difficult or impracticable to calculate. The Parties acknowledge that pursuant to 935 CMR 500.105(16), the OPERATOR is required to obtain a surety bond equal to its licensure fee or hold in escrow no less than \$5,000 for each adult-use license held to adequately support the dismantling and winding down of its facility.

29. No Joint Venture: The Parties hereto agree that nothing contained in this Agreement or any other documents executed in connection herewith is intended or shall be construed to establish the Town, or the Town and any other successor, affiliate or corporate entity as joint ventures or partners.

30. Third Parties: Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either TOWN or the OPERATOR.

31. Retention of Regulatory Authority: By entering into this Agreement, TOWN does not waive any enforcement rights or regulatory authority it currently holds over any business in TOWN.

32. Notice: Any and all notices or other communications required or permitted under this Agreement, shall be in writing and delivered by hand or mailed postage prepaid, return receipt requested, by registered or certified mail, or delivered by other reputable delivery service, to the parties as set forth below or furnished from time to time in writing hereafter by one party to the other party. Any such notice or correspondence shall be deemed given when so delivered by hand; if so mailed, when deposited with the U.S. Postal Service; or if sent by private overnight or other delivery service, when deposited with such delivery service.

If to TOWN:	If to OPERATOR:
Town Administrator Town of Grafton 30 Providence Road Grafton, MA 01519 Telephone: (508) 839-5335 Email: BOS@grafton-ma.gov	Bruce Spinney III Spinney Enterprises Inc. 47 Milford St Mendon, MA 01756 Telephone: 774 277 0466 Email: bspinney@noblemanna.com

33. **Governing Law:** This Agreement shall be governed by, construed and enforced in accordance with the laws of the Commonwealth of Massachusetts and may only be enforced in a Massachusetts State Court of competent jurisdiction. The parties hereto submit to the jurisdiction of any of its appropriate courts for the adjudication of disputes arising out of this Agreement.
34. **Waiver:** The obligations and conditions set forth in this Agreement may be waived only in writing signed by the party waiving such obligation or condition. Forbearance or indulgence by a party shall not be construed as a waiver, nor limit the remedies that would otherwise be available to that party under this Agreement or applicable law. No waiver of any breach or default shall constitute or be deemed evidence of a waiver of any subsequent breach or default. The failure of either Party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that Party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.
35. **Severability:** If any term or condition of this Agreement or any application thereof shall to any extent be held invalid, illegal or unenforceable by a court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this Agreement shall not be deemed affected thereby unless the TOWN would be substantially or materially prejudiced. The TOWN and the OPERATOR agree to negotiate in good faith any term that is determined to be illegal, otherwise invalid, or incapable of being enforced to a mutually agreeable term that is legal, valid and enforceable.
36. **Entire Agreement:** This Agreement, including all documents incorporated herein by reference, constitutes the entire integrated agreement between the parties with respect to the matters described. This Agreement supersedes all prior agreements, negotiations and representations, either written or oral, and it shall not be modified or amended except by a written document executed by the parties hereto.
37. **Amendment:** This Agreement may only be amended by a written document duly executed by the parties hereto. No modification or waiver of any provision of this Agreement shall be valid unless duly authorized as an amendment hereof and duly executed by the TOWN and the OPERATOR.
38. **Modifications:** Modifications to this Agreement may only be effective if made in writing and signed by both parties hereto.
39. **Headings:** The article, section, and paragraph headings in this Agreement are for convenience only, are no part of this Agreement and shall not affect the interpretation of this Agreement.
40. **Counterparts:** This Agreement may be signed in any number of counterparts all of which taken together, shall constitute one and the same instrument, and any party hereto may execute this Agreement by signing one or more counterparts.

415 41. **Signatures:** Facsimile or electronic signatures affixed to this Agreement shall have the
416 same weight and authority as an original signature.

417
418
419
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421
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423
424
425 [SIGNATURE ON FOLLOWING PAGE]
426

IN WITNESS WHEREOF, this Agreement has been executed on the date below, as a sealed instrument by OPERATOR's duly authorized officer, and by the TOWN OF GRAFTON.

Town of Grafton, Massachusetts
by its Board of Selectmen

Chairman

By: Manager

Vice Chair

Clerk

Member

Member

by its Directors

President

Vice President

3(a) APPOINTMENTS (BOS) – EMERGENCY MANAGEMENT DIRECTOR

After Ray Mead stepped down from his role as director, the town advertised the position and received two letters of interest/resume's.

Both candidates Nick Childs and Robert Holmes will be present to introduce themselves to the board and give a brief overview of their qualifications. If the Board so wishes, they may make a decision and appoint a new director.

MOTION

I move the board appoint _____ as the Emergency Management Director.

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Cindy Ide

From: bosgroup@graffon-ma.gov on behalf of Nicholas Child
Sent: Monday, July 22, 2019 6:53 PM
To: BOSgroup@graffon-ma.gov
Subject: Grafton Emergency Management Director
Attachments: NJC resume - March 2019.pdf

Good afternoon. I would like to be considered for the position of Grafton Emergency Management Director. I have attached my resume for your review. If you have any questions, please feel free to contact me at Haznick@gmail.com or (508) 965-6318.

Nicholas Child

NICHOLAS J CHILD

OBJECTIVE To use my experience in hazardous incident response and planning, and my skills in training and presentation, to help others become safer and more effective responders.

**PROFESSIONAL
ACHIEVEMENTS** **HAZARDOUS INCIDENT RESPONSE**

>25 years responding to hazardous incidents within local, state, and federal government, and >20 years managing programs conducting such responses. Extensive experience with oil and hazardous material (OHM) incidents, asbestos, crime scenes (illegal dumping, drug labs), gas leaks, fires (industrial, transportation, structure and wildland), and natural hazards (hurricanes, tornados, flooding, blizzards, ice storms and volcano response). Comfortable in firefighter turnout gear and in level A-D personal protective equipment for OHM response. Familiar with safety and monitoring equipment and well versed in NIMS, OSHA, NFPA practices. As a responder, employed good risk communication practices when providing information at public meetings or directly to affected parties. As ER Chief, taught technical and regulatory topics to trade groups, professional associations, environmental advocacy groups, other state and municipal agencies, and colleges/public schools. Prepared and delivered presentations following major incidents to review after-action report and lessons learned with other involved agencies. Serve as MassDEP's agency EMAC/FEMA surge coordinator.

PLANNING AND PREPAREDNESS

>20 years conducting interagency planning for response to hazardous incidents. Develop and deliver field and table-top drills and training internally and with partner agencies. Initial work in this area as ER Chief resulted in the creation of the Chief Emergency Planning Officer position at the Commissioner's Office to focus on this work statewide. Develop internal and external, multi-agency plans and deliver presentations and training regarding those plans. Internal plans include continuity of operations, health and safety, multi-year minimum training schedules. Lead role in developing statewide interagency plans for bulk flammable liquid incidents (ethanol, crude oil); infectious disease response (avian flu, ebola); preventative radiological and nuclear detection; disaster debris management. Presentation/training audiences for statewide plans include the Governor of MA, USEPA, USCG, FEMA, trade groups, and other state and local agencies. As Deputy Director of GEMA, and Chair/Founder of the BVREPC, developed plans and delivered training for local responders for high hazard facilities including bulk LNG storage yard and BLS 3/4 lab facility.

COMMUNITY SERVICE

>20 years providing support to community groups in areas of expertise through outreach and training, both one-on-one and in presentation form. Groups served include local police, fire, and health officials, church and civic groups, scout troops, and responder support groups such as the Central MA CISM Team.

SKILLS	<ul style="list-style-type: none"> • Passionate about teaching, networking, mentoring, and helping others become the next generation of safer and more effective responders. • Skilled in delivering information about complex topics, including tailoring delivery to be accessible and relevant to the receiving audience. • Observant and responsive to the student audience, adjusting the pace and complexity of the material as necessary in real time. • Able to engage students and encourage participation through questions, activities, real-world anecdotes and visually engaging materials. • Depth of expertise and experience in hazardous incident response provides knowledge base and examples to respond with ease and credibility to spontaneous questions. • Proficient in presentation software and supporting IT. • Able to manage time, logistics, and housekeeping issues so that they do not interfere with the learning process.
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RELEVANT WORK EXPERIENCE	CHIEF EMERGENCY PLANNING AND PREPAREDNESS OFFICER MASSACHUSETTS DEPARTMENT OF ENVIRONMENTAL PROTECTION (MASSDEP), BOSTON, MA 2014-PRESENT FIELD SAFETY OFFICER-VOLCANO RESPONSE, HAWAII CO. EMERGENCY MANAGEMENT AGENCY VIA DEPLOYMENT THROUGH EMERGENCY MANAGEMENT ASSISTANCE COMPACT (EMAC) JULY 2018-AUGUST 2018 FEMA SURGE HURRICANE DISASTER RESPONDER, US FEMA, PUERTO RICO SEPTEMBER 2017-DECEMBER 2017 BRANCH/SECTION CHIEF, EMERGENCY RESPONSE, MASSDEP, WORCESTER, MA 1994-2014 ENVIRONMENTAL ANALYST/EMERGENCY RESPONDER, MASSDEP, WORCESTER, MA 1991-1994
RELEVANT VOLUNTEER EXPERIENCE	DEPUTY DIRECTOR, GRAFTON EMERGENCY MANAGEMENT AGENCY (GEMA), GRAFTON, MA 2008-PRESENT FIREFIGHTER/MEDICAL RESPONDER, GRAFTON FIRE DEPARTMENT, GRAFTON MA 2000-PRESENT CHAIRPERSON, BLACKSTONE VALLEY REGIONAL EMERGENCY PLANNING COMMITTEE (BVREPC) 2011-PRESENT PEER COUNSELOR, CENTRAL MA CRITICAL INCIDENT STRESS MANAGEMENT (CISM) TEAM, WORCESTER, MA 2001-2011 CAPTAIN, BUNGAY FIRE BRIGADE, WOODSTOCK, CT 1997-2000 Captain; 1995-1997 Lieutenant/Safety Officer, 1990-1995 Firefighter/Rescue Diver

EDUCATION **EM 500 INSTRUCTOR COURSE, JACKSONVILLE STATE UNIVERSITY, FLORIDA, 2019**
M.P.A. EMERGENCY MANAGEMENT, ANNA MARIA COLLEGE, PAXTON, MA, 2013
M.A. HAZARD MANAGEMENT, CLARK UNIVERSITY, WORCESTER, MA, 1991
B.A. ENVIRONMENTAL STUDIES, HOBART COLLEGE, GENEVA, NY, 1988

CERTIFICATIONS **EXTENSIVE NON-DEGREE TRAINING AND CERTIFICATIONS - SEE ATTACHED SUMMARY**
AND TRAINING

REFERENCES **MARTIN SUUBERG**
Commissioner, MA Department of Environmental Protection, Boston
617-620-0092

RAY MEAD
Director, Grafton Emergency Management Agency
774-535-3758

MARY JUDE PIGSLEY
Regional Director, MA Department of Environmental Protection, Worcester
508-523-1451



Grafton, MA

30 Providence Road

Phone: 508-839-5335

Citizen Activity Form

Good Government Starts with You

Date Submitted: July 24, 2019

Name: Robert F Holmes

Home Address: 1 Bailin Circle, Apt 3
NORTH GRAFTON, MA 01536

Mailing Address: 1 Bailin Circle, Apt 3
NORTH GRAFTON, MA 01536

Phone Number(s): (617)596-3823 - Cell

Email Address: robertfrancisholmes@ymail.com

Current Occupation/Employer: Train Conductor / MBTA Commuter Rail

Narrative: I have time available during office hours and on weekends depending on my schedule. I have 20 years EMS experience over 10 years law enforcement, FEMA training, Fire department training, hands on MCI experience and certificates on request.

Board(s) / Committee(s): EMERGENCY MANAGEMENT

Robert F. Holmes

1 Bailin Circle, Apt 3

North Grafton, MA 01536

Ph: 617-596-3823

Robertfrancisholmes@ymail.com

July 24, 2019

Town of Grafton

Board of Selectmen

30 Providence Road

Grafton, MA 01519

Dear Grafton Board of Selectmen,

My name is Robert F. Holmes and I am a resident of North Grafton. I wish to submit this letter of interest for the position of Emergency Management Director for the Town of Grafton. Grafton has been my home for the past two years and I live here with my wife and children. Before moving to Grafton, I have spent over twenty years in public safety.

My career in public safety started in 1997 when I obtained my Emergency Medical Technician license in the State of New Jersey. I held my license in multiple states including New York, Maryland, and Virginia until last year. My career progressed after graduating high school from being a Police Dispatcher all the way to Federal Investigator when I left the Government in 2015. In this time frame I have been involved in numerous emergency management rolls from Hurricane Floyd, September 11th, to the 2nd Presidential Inauguration of President Obama in the District of Columbia.

The role I have played in the agencies I have worked for from the local to the federal level have developed my understanding of Emergency Management and have given me years of experience. I have completed courses of training with the Federal Emergency Management Agency in incident Command and natural disasters. In addition, I have also completed fire department training in hazardous materials operations and radiological emergencies to name a few.

Being that the Town of Grafton is my family's home for years to come I feel that I would fit perfectly into this position. Thank you for the time to review my resume and I look forward to speaking about my experience in more detail in person.

Sincerely,

Robert F. Holmes

1 Bailin Circle

Apt #3

North Grafton, MA 01536

Cell (617) 596-3823

Robertfrancisholmes@ymail.com

Enclosure: resume

Robert F. Holmes

1 Ballin Circle, Apt #3
N. Grafton, MA 01536
Cell: 617-596-3823
Robertfrancisholmes@ymail.com

Career Snapshot

- Over 20 years experience working in local, state, and federal law enforcement.
- Expert in police communications.
- Over ten years experience with multiagency police cooperation.
- Community policing with diverse ethnic populations.

Awards

- Federal Law Enforcement Training Center "Academic Award" Uniform Police Training Class 207. 05/2012
- Federal Law Enforcement Training Center "Expert Shooter Award" Uniform Police Training Class 207. 05/2012
- US Government Printing Office "Performance Award" for receiving an outstanding rating. 02/2012
- US Government Printing Office Police "On the Spot Award" for helping aggressively reduce crime. 06/2011

Computer Skills

Word, Outlook, Report Exec, IMPACT, DOJ NCIC/JUST, NYSPIN, Motorola Moto bridge, TriTech

Certifications

APCO 911, EMD, HAZMAT Operations, CBRNE Awareness, Verbal Judo, NIMS 700 & 800, ICS 100 & 200, CPR. More on request.

Public Safety Professional

Offering an award-winning track record of professional public safety experience in multiple size agencies....

Police Patrol. Community Policing. Police Communications

Key Skills

- Federal Law
- District of Columbia Law
- New York State Law
- Multi-Cultural Populations
- Emergency Dispatch Operations
- Technical/User Support
- Complaint Handling
- Reports & Documentation

Professional Experience

US EEOC – LAS VEGAS, NV	Federal Investigator, 2014 to 2015
US GPO — Washington, DC	Federal Police Officer, 2012 to 2013
US GPO — Washington, DC	Federal Police Dispatcher, 2010 to 2012
NYS COURTS — White Plains, NY	State Court Police Officer, 2004 to 2008
WOODBURY POLICE — Central Valley, NY	Police Dispatcher, 2003 to 2004
TUXEDO POLICE — Tuxedo, NY	Police Dispatcher, 1999 to 2003

Conducting federal investigations. Conducting interviews with witnesses and suspects. Keeping confidential informants. Enforcing federal and local law. Making arrests. Performing traffic enforcement and control. Carry and use firearms including pistol, shotgun, and sub-machine guns. Responding to emergency calls for service. Providing physical security to federal complexes. Performing surveillance detection. Write reports and process arrests. Establishing procedures for police communications. Establishing working relationships with surrounding federal and local police agencies. Providing proposals with financial impact to executive staff. Provide training to dispatchers, police officers and police supervisors in police communications, access control, alarm monitoring points and emergency operations center operations. Writing policies and procedures for emergency preparedness.

Education

Hagerstown Community College – Hagerstown, MD
60 Credits towards Bachelor Degree, **2017**

FEDERAL LAW ENFORCEMENT TRAINING CENTER — Glynco, GA
Uniform Police Training Program, **2012**

NEW YORK STATE COURT OFFICER ACADEMY — New York, NY
New York State Court Peace Officer Program, **2005**

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3(b) APPOINTMENTS (BOS): DISABILITY COMMISSION

(Amendment to Charge, and appoint members)

AMENDMENT to CHARGE: It was brought to our attention that upon the creation of the charge, per MGL an elected official was to be a member of the Disability Commission. A member of the Select Board is being requested, however you can also make a designation of a town appointed person. We are also making the committee name consistent with what it is always called/referred to which is Disability Commission instead of Commission on Disabilities. Since its creation, it has always been referred to as the Disability Commission.

APPOINTMENTS:

As you know, Roger Trahan came before the Select Board to request the board's support in revitalizing the Disability Commission. After advertising the vacancy, the Board received 6 letters of interest. The Board will be asked to appoint the following people. Catherine Dore, Alex McCullough, Kristie Proctor, Daryl Rynning, Donna Stock, Roger Trahan and 1 Elected Official. Terms of the first members shall be for one, two or three years and arranged so that the terms expire on different years. successors will be for three years.

MOTION: (Charge)

I move the board vote to accept the amendment to the current charge for the Disability Commission, to include 1 member to be an elected official.

MOTION: (Appointments)

I move the board vote to appoint Catherine Dore, Alex McCullough, Kristie Proctor, Daryl Rynning, Donna Stock, Roger Trahan and _____ as members of the Disability Commission.



Town of Grafton
30 Providence Road
Grafton, MA 01519
(508) 839-5335
www.grafton-ma.gov

DISABILITY COMMISSION

CHARGE

The Grafton Disability Commission is to assure that all people in Grafton have and equal opportunity to participate in all functions involving living, working and enjoying recreation activities. The Commission will work toward this end by informing, educating, monitoring and advising the public, including the business community and the Town administration.

The Grafton Disability Commission shall consist of seven members appointed by the Select Board for overlapping three year terms and be responsible to the Select Board through the Town Administrator.

Six (6) members shall consist of people with disabilities, people with and immediate family member with a disability, residents with professional experience working with people with disabilities, and/or residents with an interest in this area. One (1) member shall be either an elected or appointed official of the town.

The purpose of the Commission shall be to cause the full integration and participation of people with disabilities in the Town of Grafton, such commission shall:

1. Advise and assist municipal officials and employees with state and federal laws and regulations that affect people with disabilities;
2. Coordinate or carry out programs designed to meet the problems of people with disabilities in coordination with programs of the Massachusetts Office on disability;
3. Review and make recommendations about policies, procedures, services, activities and facilities of departments, boards and agencies of the Town of Grafton as they affect people with disabilities;

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4. Provide information referrals, guidance and technical assistance to individuals, public agencies, businesses and organizations in all matters pertaining to disability; and
5. Help raise awareness and sensitivity to the needs of the people who are disabled.

The Commission shall meet at least once every month. Minutes will be kept and filed with the Town Clerk for posting.

Approved: October 7, 2008

Updated: August 13, 2019

Town of Grafton - Commission on Disabilities

November 5, 2008

The Grafton Commission on Disabilities mission is to assure that all people in Grafton have an equal opportunity to participate in all functions involving living, working, and enjoying recreation activities. The Commission will work toward this end by informing, educating, monitoring and advising the public, including the business community and the Town administration.

The Grafton Commission on disability shall consist of seven members appointed by the Board of Selectmen for overlapping three year terms and be responsible to the Board of Selectmen through the Town Administrator.

Commission members shall consist of people with disabilities, residents with professional experience working with people with disabilities, and/or residents with an interest in this area.

The purpose of the Commission shall be to cause the full integration and participation of people with disabilities in the Town of Grafton, such commission shall:

- 1) Advise and assist municipal officials and employees with state and federal laws and regulations that affect people with disabilities;
- 2) Coordinate or carry out programs designed to meet the problems of people with disabilities in coordination with programs of the Massachusetts Office on disability;
- 3) Review and make recommendations about policies, procedures, services, activities and facilities of departments, boards and agencies of the Town of Grafton as they affect people with disabilities;
- 4) Provide information, referrals, guidance and technical assistance to individuals, public agencies, businesses and organizations in all matters pertaining to disability; and
- 5) Help raise awareness and sensitivity to the needs of the people who are disabled.

The Commission shall meet at least once every month. Minutes will be kept and filed with the Town Clerk for posting.

✓ Approved: October 7, 2008
Revised: February 17, 2009

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Grafton, MA

30 Providence Road

Phone: 508-839-5335

Citizen Activity Form

Good Government Starts with You

Date Submitted: June 20, 2019

Name: Catherine J Dore

Home Address: 12 Cheryl Dr
Grafton

Mailing Address: 12 Cheryl Dr
Grafton

Phone Number(s): (508)320-3044 - Cell

Email Address: catherine.bethany@gmail.com

Current Occupation/Employer:

Narrative: I have a masters of public health. I both have a disability and live with a person with a disability.

Board(s) / Committee(s): COMMISSION ON DISABILITY

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Cindy Ide

From: PATRICIA MCCULLOUGH
Sent: Friday, June 21, 2019 6:26 PM
To: idec@graffton-ma.gov
Subject: Volunteer for disability commission

Cindy,

My name is Alex MCCullough. I am a resident of Grafton. I am writing to submit my name as a volunteer on the Disability Commission. I have cerebral palsy and rheumatoid arthritis. I would be interested in working with a group whose mission is to raise disability awareness and accessibility in the town. I am 27 years old and feel I could bring a young man's perspective to the board. I can be reached at 774-641-9973. My email address is truehispanic508@yahoo.com.

I look forward to hearing from you.

Alex

Sent from my iPad

Cindy Ide

From: Kristen Proctor
Sent: Thursday, July 25, 2019 9:56 AM
To: 'Cindy Ide'
Cc: 'Kristie Proctor'
Subject: Kristie Proctor - Volunteer for Disability Commission

Good Morning Cindy,

I am volunteering to be appointed to the town's Disability Commission, which I understand is being resurrected after a period of inactivity. I am a resident of Grafton with a history of service and volunteering on the Grafton Cultural Council and the town's former Cultural Festival.

Currently, I am Director of Disability Services & Assistive Technology at Quinsigamond Community College in Worcester, MA. I have been in the postsecondary disability field for over 20 years, serving at San Jose State University, SUNY – New Paltz, and Clark University before arriving at QCC. I obtained my B.S. from Barrington College and my M.Ed. (Special) from San Jose State University. I am well-versed in the technical and operational aspects of legal compliance, with knowledge of ADA-AA, Section 504 and 508, and the WCAG-3. My responsibilities at QCC involve communication, collaboration, problem-solving, and thinking outside the box when a unique barrier presents itself requiring accommodation. I have positive working relationships with my colleagues throughout the campus, from facilities to faculty. I speak on topics of disability to national and local audiences. As a person with a disability, I look forward to serving Grafton.

Thank you for your consideration,

Kristie

*Kristie Proctor, Director
Disability Services & Assistive Technology
Quinsigamond Community College
Worcester, MA 01606
508-854-4471 (Voice)
508-502-7647 (Sorenson Video Phone)
508-854-4549 (Fax)*

7/25/19

Dear Board of Select People,

I am writing to express my interest in being appointed to the Commission on Disability. I have worked in the field of Special Education for over 30 years. I have had the pleasure of working with every age group, including the elderly. My experience requires me to know and follow state and federal laws pertaining to civil rights, employment, state and local government, public accommodations and commercial facilities. Additionally, I have served the Town of Grafton as a volunteer (Charter Review Committee) and an elected official (School Committee) for 12 years which has given me a colorful experience and solid knowledge on how to be a board member as well as skill in running a board meeting. Last, although this is a personal piece of information, I have a disability. I have a significant hearing loss in both ears which requires me to wear hearing aids. Listening to meetings in person and on television can be very challenging (even with hearing aids!). I hope you consider appointing me- I am eager to bring my knowledge and give my time to a Commission that I am passionate about.

Sincerely,
Daryl Rynning
30 Elliot Trail

Donna K. Stock

238 Magill Drive, Grafton, MA 01519
508-212-0718 dstock@wpi.edu

July 31, 2019

Bruce Spinney, Chair
Select Board
30 Providence Road
Grafton, MA 01519

Dear Bruce and members of the Board,

I am pleased to learn that the town's Commission on Disability is under consideration for re-establishment. If this action is approved, I am writing to express my interest in serving on the committee.

In today's society, those with physical, mental, or developmental challenges are often unable or unaware of the means to advocate for their own pathways to success. Someone with these challenges has touched everyone's lives and fortunately, there has been progress towards recognizing their distinct needs and characteristics. However, we have much more progress to pursue.

Immediate family members with Alzheimer's disease, bipolar disorder, ADD, suicide attempts and debilitating anxiety, have affected my own life. It is difficult to be on the frontline for your loved ones yet not know where to find the appropriate resources for them and yourself. I would welcome the opportunity to assist the town's efforts to provide these resources and advocate with or on behalf of those that seek information, services, etc.

Our family has also been very involved with Seven Hills Foundation, one of the largest human services agencies leading the way in the development and delivery of a wide spectrum of clinical, educational and behavioral health services. Several of my children have worked in various programs at Seven Hills, serving as job coaches, coaches of unified team sports and working directly with the 18-22 program. Formerly, I was employed as a fundraiser, seeking grant funding for their various programs. I strongly believe in their mission and have stayed involved with many of their outreach activities through the ensuing years.

I would certainly welcome the chance to serve the town in this capacity. Thank you in advance for your consideration.

Sincerely,

Donna K. Stock

August 8, 2019

Town of Grafton Select Board
30 Providence Road
Grafton, MA 01519

Roger R. Trahan, Jr.
4 Old Upton Road
Grafton, MA 01519
(508) 335-0507 / rtrahanjr@hotmail.com

Dear Select Board,

This letter is a follow up to my letter of May 28, 2019 to the Board and June 11, 2019 presentation to the Board. It re-states my request to be appointed to the Commission on Disability. In my earlier letter, I outlined the history of the Commission and my attempt to revive it but had not further detailed my qualifications, other than having previously sat on the Commission (2009-2010) as its clerk.

I hold a B.A. (1988) in Social and Rehabilitation Service from Assumption College. Following graduation, I spent 7 years (1988-1995) performing mental health and substance abuse screenings at Fallon Clinic in Worcester. I was subsequently employed at Unum in Worcester for 19 years (1996-2015), administering disability claims. This involved regular interaction with disabled individuals, extensive medical records review and decision making, as well as having attained an understanding of worksite modifications, assistive technology, and rehabilitation efforts.

My volunteer activities over the years have included suicide hotline work at the Worcester Crisis Center (1000 hours), eight years (2002-2010) mentoring at-risk children through Big Brothers Big Sisters of Central MA, as well as helping those with mental illness, having served on the Board of Directors of Genesis Club in Worcester from 2004 to 2019. Genesis Club is a non-profit (est. 1988) whose mission is to help persons in recovery from mental illness attain employment, education, physical health and decent housing. My brother, Rick who had schizophrenia since his teen years had been a Genesis Club member from 1988 until his death in 2004 at age 38.

I have previously served Grafton in other roles: Finance Committee (2001-2004), By-Law Review Committee (2003, Chair), and as elected Town Moderator (2008-2011). I am reliable, ethical, approachable, work well as part of a team, and I'm sensitive to the needs of diverse populations.

I thank you for your consideration.

Kind regards,

Roger R. Trahan, Jr.

[Back to Agenda](#)

3(c) APPOINTMENTS (BOS): MILL VILLAGES PARK COMMITTEE

Mr. Robert Perla submitted a letter of interest to serve on the Mill Villages Park Committee. The committee recently met and Mr. Perla attended. The current membership feels Mr. Perla would be an asset to the committee.

MOTION:

I move the board vote to appoint Robert Perla as a member of the Mill Villages Park Committee.



Grafton, MA

30 Providence Road

Phone: 508-839-5335

Citizen Activity Form

Good Government Starts with You

Date Submitted: July 19, 2019

Name: Robert J Perla

Home Address: 121 Providence Road
GRAFTON, MA 01519

Mailing Address: 121 Providence Road
GRAFTON, MA 01519

Phone Number(s): (508)439-2583 - Cell

Email Address: Bjperla@gmail.com

Current Occupation/Employer: Retired

Narrative: Being retired I have as much time necessary to fulfill the requirements of this office. As a former member of the Grafton Historic District Committee along with my B. S. Degree in Organizational Behavioral Management and Business Management, I have the necessary requirements for this position.

Board(s) / Committee(s): MILL VILLAGES ADVISORY COMMITTEE

[Back to Agenda](#)

3(b) APPOINTMENTS (BOS): CAPITAL PLANNING BYLAW COMMITTEE

(Select Board Representative)

The Capital Planning Bylaw Committee was recently created at the Spring Town Meeting. One Member Representative from the Select Board is needed.

ARTICLE 36. CITIZENS PETITION – CAPITAL IMPROVEMENT BY LAW

I move that the Town vote to create a Capital Improvement By Law Committee whose function is to create a proposed By Law establishing a Capital Improvement Planning Committee as described in the Grafton town charter. The Committee will research the capital planning function and define in the proposed By Law a strong mandate for the Capital Improvement Planning Committee. The membership of the Capital Improvement By Law Committee will consist of (1) member of the Board of Selectmen (1) member of the Finance Committee (1) member of the School Committee and (2) members at large to be appointed by the Town Moderator. The Capital Improvement By Law Committee will be dissolved immediately after the 2019 Fall Town Meeting.

Current Membership:

Mathew Often, Finance Committee Representative, Amy Marr, School Committee, Colleen Roy, Member at Large and Jeremy Graves, Member at Large.

MOTION:

I move the board vote to appoint _____ as the Select Board Representative on the Capital Improvement By Law Committee.

[Back to Agenda](#)

3(e) APPOINTMENTS (TA): Fire Fighter Appointments

Chief Gauthier has requested the following; promoting Taylor Shannon and Zachary Clement to regular status and appointing Douglas Aronson, and Jonathan Moreno as Auxiliary Members of the Grafton Fire Department.

MOTION: (two motions)

I move the board vote to affirm the Town Administrators promotion of Taylor Shannon, Station 2 and Zachary Clements, Station 3 to regular status on the Grafton Fire Department.

MOTION:

I move the board vote to affirm the appointment of Douglas Aronson, Station 1 and Jonathan Moreno, Station 3 as auxiliary members of the Grafton Fire Department.

[Back to Agenda](#)



TOWN OF GRAFTON FIRE DEPARTMENT

26 Upton Street • Grafton, MA 01519
508-839-4606 • Fax 508-839-8520

Michael E. Gauthier
Fire Chief

July 31, 2019

Mr. Timothy McInerney, Town Administrator
Municipal Center
30 Providence Road
Grafton, MA 01519

Re: Promotion

Dear Mr. McInerney:

I am recommending that the following auxiliary firefighter be promoted to regular status:

- Mr. Taylor Shannon, 7 Matthew Circle. Mr. Shannon has served as an auxiliary member of Station 2 since June 20, 2017.

In that time Mr. Shannon has successfully completed the Massachusetts Firefighting Academy Recruit Training, which is a three hundred hour (approximate), sixteen week Firefighter I/II Certification Program.

Mr. Shannon has been recommended for promotion by his Company Officers and I support their recommendation.

Please advise if you require additional information.

Yours truly,

Michael E. Gauthier,
Fire Chief

MEG:cb
Cc: Company Officers

[Back to Agenda](#)



Michael E. Gauthier
Fire Chief

TOWN OF GRAFTON FIRE DEPARTMENT

26 Upton Street • Grafton, MA 01519
508-839-4606 • Fax 508-839-8520

July 31, 2019

Mr. Timothy McInerney, Town Administrator
Municipal Center
30 Providence Road
Grafton, MA 01519

Dear Mr. McInerney:

I am recommending the attached applicants for appointment to the Grafton Fire Department.

The first applicant, Mr. Zachary Clements, 110 Worcester Street, North Grafton, would be appointed as regular Firefighter, assigned to Station 1. Mr. Clements comes to us with over ten (10) years of Firefighting and Medical experience.

The second applicant, Mr. Douglas Aronson, 26 Oak Street, Grafton would be appointed as an auxiliary Firefighter, also assigned to Station 1.

Mr. Jonathon Moreno, 121 Ferry Street, South Grafton would also be appointed as an auxiliary Firefighter, assigned to Station 3.

Yours truly,

Michael E. Gauthier,
Fire Chief

MEG:cb

Cc: Station 1,2,3
File
Attch: Applications

[Back to Agenda](#)

4 (a) NEW BUSINESS: CHAPTER 90 REIMBURSEMENT (Various Projects)

The DPW and Engineering Department have submitted requests for Chapter 90 Reimbursements. Reimbursements are related to several different projects; Equipment, traffic signals, and Engineering for various road projects. The board is asked to sign the Chapter 90 Reimbursement applications. Brian and/or Paul will be present to answer questions.

MOTION:

I move the board vote to sign the Chapter 90 Reimbursement requests as submitted.



STATE AID REIMBURSABLE PROGRAMS – REIMBURSEMENT REQUEST

Updated 12/2017

City/Town: Grafton Project Name: Equipment_Backhoe

Contract # 50813

Program Type: Chapter 90 ☒ Muni Bridge ☐ Complete Streets ☐ Other ☐

Project request was approved on 6/18/2018 For \$ 97,000.00

at 100% Reimbursement Rate = \$ 97,000.00

- 1) Attached are forms which document payment of approved expenditures totaling \$97,000.00 for which we are requesting \$97,000.00 at the approved reimbursement rate of 100%.
- 2) The amount expended to date on this project is \$97,000.00 Including this payment.
- 3) Is this request for a FINAL payment on this project? ☒ Yes ☐ No
If yes: Include a "Final Report"

4) Remarks:

Equipment was purchased on 11/15/2018

CERTIFICATION

- A. I hereby certify under penalties of perjury that the charges for labor, materials, equipment, and services itemized and summarized on the attached forms are true and correct, and were incurred on this project in conformance with the MassDOT Highway Division Policies and established Municipal Standards that were approved for this project.

Brian S. [Signature]
(Signed)

Engineer
(Municipal Highway Official Title)

8/8/19
(Date)

- B. I/we certify under penalties of perjury that the items as listed or summarized on the attached forms were examined; that they are in conformity with our existing wage schedule, equipment rates, and all applicable statutes and regulations; that they are properly chargeable to the appropriation(s) designated for this work; and that Executive Order No. 195, dated April 27, 1981 and Chapter 11, Section 12 is acknowledged as applicable.

REVIEWED AND APPROVED FOR TRANSMITTAL

by _____ Signed: _____

(Accounting Officer's Title)

(Duly Authorized)

DATE _____

**STATE AID REIMBURSABLE PROGRAMS - FINAL REPORT**

updated 12/2017

Program Type: Chapter 90 ☒ Muni Bridge ☐ Complete Streets ☐ Other ☐

City/Town Grafton Project Name Equipment Backhoe CONTRACT# 50813
 Location(s) N/A
 Length Feet Width Feet
 Work was Started / / and Completed / /
 Work was Suspended / / and Resumed / /
 Done by: Force Account Advertised Contract Other

*** REMARKS:**

EXPENDITURES:	State Funds @ 100%	\$97,000.00
	Municipal Funds	\$0.00
	Other Funds	\$0.00
	TOTAL PROJECT EXPENDITURES	\$97,000.00

SCOPE OF WORK:

Purchase of a John Deere backhoe from the State Contract

CERTIFICATION

The undersigned hereby certify under penalties of perjury that documentation to substantiate the above expenditures is available for examination in accordance with Executive Order No. 195 (April 27, 1981) and Chapter 11, Section 12.

We further certify that all equipment rental costs are within the approved limits established by the MassDOT Highway Division, that the Municipality has complied with all applicable statutes and regulations, that the requests for reimbursements for allowable project expenses actually incurred are in conformance with the "Chapter 90" Project Request, and that the Municipality will be responsible for the future maintenance of this project including the cost thereof.

Copies of the notification published in the Central Register and notice in a newspaper of local circulation required by Chapter 149, Section 44J, and the prevailing wages as determined by the Department of Labor and Industries obtained in compliance with Chapter 149, Section 27F, of the General Laws, as applicable, must be attached.

PREPARED & REVIEWED BY

Brian Szczurko

Engineer

Highway Officer's Title

8/8/19
DateAccounting Officer's Title
Town Accountant

Date

Signed:

Duly Authorized Municipal Officials Date

- Include additional Contract Nos. if other Chapter 90 Funds were also used. List street names, total amounts charged to each location, extra work orders, etc. Use back if necessary, or attach supporting papers.
- If project uses multiple funding sources, please submit for individual project reimbursements.
- List sources, names, amounts and date contract expires.

Milton**SALES INVOICE**

INVOICE NUMBER INV1442533
INVOICE DATE 10/29/2018
PO NUMBER 009611

BILL TO

Town of Grafton DPW
30 Providence Rd
Grafton, MA 01519
USA

SHIP TO

Town of Grafton DPW
30 Providence Rd
Grafton, MA 01519
USA

SALES ORDER	DOC DATE	INVOICE ACCOUNT	ORDER ACCOUNT	PAGE
SO03371987	10/29/2018	2761900	2761900	2 of 2
SALES REP	STORE	DIVISION		
Benedetti, Tom	North Reading	General Line		
QTY	DESCRIPTION	PRICE		
-1	MATRADE Trade - Machines	(\$22,000.00)		

MAKE: JD
EQ ID: EQ121546

MODEL: 410G_JD
SERIAL NO: 925059

PIN/VIN:

Subtotal Before Tax

\$97,000.00

Milton CAT is an equal opportunity employer and federal contractor or subcontractor. Consequently, the parties agree that, as applicable, they will abide by the requirements of 41 CFR 60-1.4(a), 41 CFR 60-306.5(a) and 41 CFR 60-741.5(a) and that these laws are incorporated herein by reference. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. These regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability. The parties also agree that, as applicable, they will abide by the requirements of Executive Order 13496 (28 CFR Part 471, Appendix A to Subpart A), relating to the notice of employee rights under federal labor laws.

Title to and right of possession of items hereon shall remain vested in the seller until any indebtedness and all sums due or to become due from the purchaser, whether evidenced by note, open account, judgement or otherwise shall have been fully paid.

It is understood that no warranties of any kind, whether expressed or implied including any warranty of merchantability or fitness for a particular purpose, have been made or authorized by Southworth-Milton, Inc., with respect to any machinery, equipment or other products described herein except as set forth on the related lease, contract or warranty certificate if any.

Pay This Amount	\$97,000.00
Credit Amount	

Payment Terms: Charge - Net10 Prox



STATE AID REIMBURSABLE PROGRAMS – REIMBURSEMENT REQUEST

City/Town: Grafton Project Name: Traffic Lighting

Contract # 50813

Program Type: Chapter 90 ☒ Muni Bridge ☐ Complete Streets ☐ Other ☐

Project request was approved on 7/27/2017 For \$ 35,000.00

at 100% Reimbursement Rate = \$ 35,000.00.

- 1) Attached are forms which document payment of approved expenditures totaling \$1,760.00 for which we are requesting \$1,760.00 at the approved reimbursement rate of 100%.
- 2) The amount expended to date on this project is \$10,610.00 Including this payment.
- 3) Is this request for a FINAL payment on this project? ☐ Yes ☒ No
If yes: Include a "Final Report"
- 4) Remarks:

CERTIFICATION

- A. I hereby certify under penalties of perjury that the charges for labor, materials, equipment, and services itemized and summarized on the attached forms are true and correct, and were incurred on this project in conformance with the MassDOT Highway Division Policies and established Municipal Standards that were approved for this project.


(Signed)

Engineer
(Municipal Highway Official Title)

8/9/2019
(Date)

- B. I/we certify under penalties of perjury that the items as listed or summarized on the attached forms were examined; that they are in conformity with our existing wage schedule, equipment rates, and all applicable statutes and regulations; that they are properly chargeable to the appropriation(s) designated for this work; and that Executive Order No. 195, dated April 27, 1981 and Chapter 11, Section 12 is acknowledged as applicable.

REVIEWED AND APPROVED FOR TRANSMITTAL

by _____ Signed: _____

Town Accountant

(Accounting Officer's Title)

(Duly Authorized)

DATE _____

1,760.00



STATE AID REIMBURSABLE PROGRAMS – REIMBURSEMENT REQUEST

Updated 12/2017

City/Town: Grafton Project Name: Equipment Dump Truck

Contract # 50813

Program Type: Chapter 90 ☒ Muni Bridge ☐ Complete Streets ☐ Other ☐

Project request was approved on 9/13/2017 For \$ 205,800.00

at 100% Reimbursement Rate = \$ 205,800.00

1) Attached are forms which document payment of approved expenditures totaling \$200,392.00 for which we are requesting \$200,392.00 at the approved reimbursement rate of 100%.

2) The amount expended to date on this project is \$200,392.00 Including this payment.

3) Is this request for a FINAL payment on this project? ☒ Yes ☐ No
If yes: Include a "Final Report"

4) Remarks:

Equipment was purchased on 6/13/2019

CERTIFICATION

A. I hereby certify under penalties of perjury that the charges for labor, materials, equipment, and services itemized and summarized on the attached forms are true and correct, and were incurred on this project in conformance with the MassDOT Highway Division Policies and established Municipal Standards that were approved for this project.

Brian S. Gaudin
(Signed)

Engineer
(Municipal Highway Official Title)

8/8/2019
(Date)

B. I/we certify under penalties of perjury that the items as listed or summarized on the attached forms were examined; that they are in conformity with our existing wage schedule, equipment rates, and all applicable statutes and regulations; that they are properly chargeable to the appropriation(s) designated for this work; and that Executive Order No. 195, dated April 27, 1981 and Chapter 11, Section 12 is acknowledged as applicable.

REVIEWED AND APPROVED FOR TRANSMITTAL

by _____ Signed: _____

(Accounting Officer's Title)

(Duly Authorized)

DATE _____

**STATE AID REIMBURSABLE PROGRAMS - FINAL REPORT**

updated 12/2017

Program Type: Chapter 90 ☒ Muni Bridge ☐ Complete Streets ☐ Other ☐

City/Town Grafton Project Name Equipment Dump Truck CONTRACT# 50813
 Location(s) N/A
 Length Feet Width Feet
 Work was Started / / and Completed / /
 Work was Suspended / / and Resumed / /
 Done by: Force Account Advertised Contract Other

*** REMARKS:**

EXPENDITURES:	State Funds @ 100%	\$200,392.00
	Municipal Funds	\$0.00
	Other Funds	\$0.00
	TOTAL PROJECT EXPENDITURES	\$200,392.00

SCOPE OF WORK:

Purchase of a Mack truck from the State Contract

CERTIFICATION

The undersigned hereby certify under penalties of perjury that documentation to substantiate the above expenditures is available for examination in accordance with Executive Order No. 195 (April 27, 1981) and Chapter 11, Section 12.

We further certify that all equipment rental costs are within the approved limits established by the MassDOT Highway Division, that the Municipality has complied with all applicable statutes and regulations, that the requests for reimbursements for allowable project expenses actually incurred are in conformance with the "Chapter 90" Project Request, and that the Municipality will be responsible for the future maintenance of this project including the cost thereof.

Copies of the notification published in the Central Register and notice in a newspaper of local circulation required by Chapter 149, Section 44J, and the prevailing wages as determined by the Department of Labor and Industries obtained in compliance with Chapter 149, Section 27F, of the General Laws, as applicable, must be attached.

PREPARED & REVIEWED BY

Brian Szczurko

Engineer

Highway Officer's Title

8/8/15
DateAccounting Officer's Title
Town Accountant

Date

Signed:

Duly Authorized Municipal Officials Date

- Include additional Contract Nos. if other Chapter 90 Funds were also used. List street names, total amounts charged to each location, extra work orders, etc. Use back if necessary, or attach supporting papers.
- If project uses multiple funding sources, please submit for individual project reimbursements.
- List sources, names, amounts and date contract expires.

21620

2463

CUSTOMER'S INVOICE



BALLARD MACK SALES' & SERVICE INC.
442 SOUTHWEST CUTOFF
WORCESTER MA 01604
PHONE (508) 753-1403
FAX (508) 752-0518

Jan 24th 19 2019

CUSTOMER
REF. NO. 201413

Salesman: Woody Healey

SOLD

DELIVERED

TO: TOWN OF GRAFTON
30 PROVIDENCE ROAD
GRAFTON MA 01519

TO: TOWN OF GRAFTON
30 PROVIDENCE ROAD
GRAFTON MA 01519

CUSTOMER'S ORDER NUMBER		ORDER NUMBER		INVOICE NUMBER	
PO# 9552		VEH93		A458-01-19-024	
QUANTITY	NEW OR USED	MAKE	ENGINE NUMBER(S)	MODEL	CHASSIS NUMBER(S)
1	NEW	MACK 2019		GR42F	1M2GR1AC1KM001037

THE ABOVE, PER CONTRACT BEARING THE ABOVE DISTRIBUTOR ORDER NUMBER DATED January 24th 20 19
FOR THE FOLLOWING DESCRIBED TRADE-IN(S)

QUANTITY	MAKE	ENGINE NUMBER(S)	MODEL	CHASSIS NUMBER(S)

Price of vehicle \$ 116850.00
Federal Retail Excise Tax N/A
Finance Charges N/A
Trade-In Allowance N/A
N/A
N/A
N/A

TOTAL \$ 116850.00

TO BE SETTLED AS FOLLOWS:

DEPOSIT	DELIVERY		TOTAL CASH	INSTALLMENTS TOTALING	DATE FIRST INSTALLMENT	TOTAL
	AMOUNT	DUE DATE				
N/A	116850.00	01/24/2019	116850.00		02/23/2019	116850.00
DATE PAID	DATE PAID					

* * I N V O I C E * *

INVOICE: J35755
Date: 01/14/19

J.C. MADIGAN, INC.
450 OLD UNION TURNPIKE
LANCASTER, MA 01523
Phone (978)847-2900
Fax (978)847-0068

Page : 1

17601

Customer: 2870
TOWN OF GRAFTON - DPW
30 PROVIDENCE ROAD

GRAFTON MA 01519

: Orig Quote
9551 : P.O. Number
CUSTOMER : Ship Via
1M2GR1AC1KM001037 : VIN
: Pool Number
N30 : Terms

Contact: DAVID

Make: MACK	Model: GRANITE	Year: 2019	Color: RED
GVW : 45120	Transmission: AUTO		Engine: DSL

INSTALL: HIWAY 10' TYPE-2 COMBINATION UNIT MODEL:XT-3
SERIAL #677228✓
CUSTOM FRONT TWIN POLY SPINNERS FRONT DISCHARGE
STAINLESS STEEL CONSTRUCTION
32" ss STEEL CABSHIELD
STEEL MATERIAL SCREENS - FRONT TELE PISTON
(2) S/S CRADLE CALCIUM TANKS (fs)
(SS)SIDEBOARDS (fs) - STEEL CONVEYOR COVER
DUMP AND BACK UP ALARM - BODY UP LIGHT IN CAB
STAINLESS STEEL SIDE LADDER W/ HANDLE
(SS) UNDERBODY SPILL PAN - (SS) COAL DOOR (fi)
AIR OPERATED TAILGATE W/ SAFETY CHAINS - LIFT RING
FRONT MUD FLAPS ON REAR TIRES✓
PAINT NON-STAINLESS ITEMS (BLACK)
3/4"PLATE,✓ D-RINGS,✓ 7-PRONG PLUG,✓ 2ST PINTLE,✓ GLADHANDS
AERO AUTO TARP W/ ALUMINUM ARMS AND ASPHALT COVER✓

CENTRAL HYDRAULIC SYS - TRANS MTD - HOTSHIFT PTO✓
RED BOX #18-1822 / GPS #18-1706 / DRIVE BY #192.168.110.67
CIRUS SPREAD SMART RX - LOW LEVEL INDICATOR LIGHT✓
STAINLESS VALVE ENCLOSURE - CLOSED LOOP✓
LIQUID PRE-WET & DRIVE-BY REPORTING✓/ GPS ANT.
HYDRAULIC CALCIUM SYSTEM W/ (2) CRADLE MTD TANKS (fi)

LIGHTS: RECESSED IN REAR POST (LED S/T,LED FLASH,STD B/U)
(2) FLASHERS CUT INTO CABSHIELD
(3) SPOTS (1) @ SPINNER (2) @ REAR✓

PRICE \$ 83,542.00

Received By:

This is your INVOICE. No other will be mailed.
Thank You for your business.

Subtotal	83,542.00
Sales Tax	0.00
TOTAL	83,542.00



STATE AID REIMBURSABLE PROGRAMS – REIMBURSEMENT REQUEST

Updated 12/2017

City/Town: Grafton Project Name: Engineering_Stowe Road Over Miscoe Brook

Contract # 50813

Program Type: Chapter 90 ☒ Muni Bridge ☐ Complete Streets ☐ Other ☐

Project request was approved on 1/22/19 For \$ 55,500.00

at 100% Reimbursement Rate = \$ 55,500.00.

- 1) Attached are forms which document payment of approved expenditures totaling \$37,795.00 for which we are requesting \$37,795.00 at the approved reimbursement rate of 100%.
- 2) The amount expended to date on this project is \$37,795.00 Including this payment.
- 3) Is this request for a FINAL payment on this project? ☐ Yes ☒ No
If yes: Include a "Final Report"
- 4) Remarks:

Design is on-going

CERTIFICATION

- A. I hereby certify under penalties of perjury that the charges for labor, materials, equipment, and services itemized and summarized on the attached forms are true and correct, and were incurred on this project in conformance with the MassDOT Highway Division Policies and established Municipal Standards that were approved for this project.

Brian S. [Signature]
(Signed)

Engineer
(Municipal Highway Official Title)

8/8/2019
(Date)

- B. I/we certify under penalties of perjury that the items as listed or summarized on the attached forms were examined; that they are in conformity with our existing wage schedule, equipment rates, and all applicable statutes and regulations; that they are properly chargeable to the appropriation(s) designated for this work; and that Executive Order No. 195, dated April 27, 1981 and Chapter 11, Section 12 is acknowledged as applicable.

REVIEWED AND APPROVED FOR TRANSMITTAL

by _____ Signed: _____

Town Accountant
(Accounting Officer's Title)

(Duly Authorized)

DATE _____



17223

2192580

INVOICE

February 11, 2019

Mr. Brian Szczurko
Department of Public Works / Engineering
30 Providence Road
Grafton, MA 01519

Invoice No. 1

Professional Services: *G-08-048 Stowe Road over
Miscoe Brook Culvert Replacement
Not-to-Exceed \$50,000.00*

Services performed through January 31, 2019

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
SR. ENGINEER	26.0	\$150.00	\$ 3,900.00
STAFF ENGINEER	4.0	\$110.00	\$ 440.00

Reimbursable Expenses:

National Flood Insurance Data \$ 300.00

AMOUNT DUE

\$ 4,640.00

OK to Pay
BS 2/19/19

CH 90 Acct

INVOICE

March 11, 2019

Mr. Brian Szczurko
Department of Public Works / Engineering
30 Providence Road
Grafton, MA 01519

Invoice No. 2

Professional Services: *G-08-048 Stowe Road over*
Miscoe Brook Culvert Replacement
Not-to-Exceed \$50,000.00

Services performed through February 28, 2019

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
SR. ENGINEER	20.5	\$150.00	\$ 3,075.00
STAFF ENGINEER	29.5	\$110.00	<u>\$ 3,245.00</u>

AMOUNT DUE

\$ 6,320.00

OK to Pay
BS 3/14/19

CH 90 Ant



21488

2192580

INVOICE

May 13, 2019

Mr. Brian Szczurko
Department of Public Works / Engineering
30 Providence Road
Grafton, MA 01519

Invoice No. 4

Professional Services: *G-08-048 Stowe Road over
Miscoe Brook Culvert Replacement
Not-to-Exceed \$50,000.00*

Services performed through April 30, 2019

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
SR. ENGINEER	8.0	\$150.00	\$ 1,200.00
SR. DESIGNER	16.5	\$125.00	\$ 2,062.50
STAFF ENGINEER	14.5	\$110.00	\$ 1,595.00
JR. ENGINEER	11.5	\$95.00	<u>\$ 1,092.50</u>

AMOUNT DUE

\$ 5,950.00

OK to Pay
BS 5/30/19

CH 90 Acct



2192580

22599

INVOICE

June 12, 2019

Mr. Brian Szczurko
Department of Public Works / Engineering
30 Providence Road
Grafton, MA 01519

Invoice No. 5

Professional Services: *G-08-048 Stowe Road over
Miscoe Brook Culvert Replacement
Not-to-Exceed \$50,000.00*

Services performed through May 31, 2019

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
SR. ENGINEER	61.5	\$150.00	\$ 9,225.00
SR. DESIGNER	36.0	\$125.00	\$ 4,500.00
STAFF ENGINEER	1.0	\$110.00	\$ 110.00

AMOUNT DUE

\$ 13,835.00

OK to Pay
BS 6/20/19

CH 90 Acct



2192580

22599

INVOICE

April 10, 2019

Mr. Brian Szczurko
Department of Public Works / Engineering
30 Providence Road
Grafton, MA 01519

Invoice No. 3

Professional Services: *G-08-048 Stowe Road over
Miscoe Brook Culvert Replacement
Not-to-Exceed \$50,000.00*

Services performed through March 31, 2019

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
SR. ENGINEER	12.5	\$150.00	\$ 1,875.00
STAFF ENGINEER	3.5	\$110.00	\$ 385.00
JR. ENGINEER	2.0	\$95.00	\$ 190.00

Reimbursable Expenses:

Miller Engineering; Borings \$ 4,600.00

AMOUNT DUE\$ 7,050.00

OK to Pay
BS 6/20/19

CH 90 Act



STATE AID REIMBURSABLE PROGRAMS – REIMBURSEMENT REQUEST

Updated 12/2017

City/Town: Grafton Project Name: Engineering_Main Street

Contract # 50813

Program Type: Chapter 90 ☒ Muni Bridge ☐ Complete Streets ☐ Other ☐

Project request was approved on 3/22/18 For \$ 403,000.00

at 100% Reimbursement Rate = \$ 403,000.00

1) Attached are forms which document payment of approved expenditures totaling \$113,957.78 for which we are requesting \$113,957.78 at the approved reimbursement rate of 100%.

2) The amount expended to date on this project is \$113,957.78 Including this payment.

3) Is this request for a FINAL payment on this project? ☐ Yes ☒ No
If yes: Include a "Final Report"

4) Remarks:

Design is on-going

CERTIFICATION

A. I hereby certify under penalties of perjury that the charges for labor, materials, equipment, and services itemized and summarized on the attached forms are true and correct, and were incurred on this project in conformance with the MassDOT Highway Division Policies and established Municipal Standards that were approved for this project.

Brian Szeles
(Signed)

Engineer
(Municipal Highway Official Title)

8/8/2019
(Date)

B. I/we certify under penalties of perjury that the items as listed or summarized on the attached forms were examined; that they are in conformity with our existing wage schedule, equipment rates, and all applicable statutes and regulations; that they are properly chargeable to the appropriation(s) designated for this work; and that Executive Order No. 195, dated April 27, 1981 and Chapter 11, Section 12 is acknowledged as applicable.

REVIEWED AND APPROVED FOR TRANSMITTAL

by _____ Signed: _____

Town Accountant
(Accounting Officer's Title)

(Duly Authorized)

DATE _____

8686



Invoice

Please remit to:
Vanasse Hangen Brustlin, Inc.
 101 Walnut Street, PO Box 9151 | Watertown, MA 02471
 617.924.1770 F 617.924.2286

Mr. Brian Szczurko
 Department of Public Works - Engineering
 Town of Grafton
 30 Providence Highway
 Grafton, MA 01519

Invoice No: **0263692**
 May 24, 2018
 VHB Project No: 12462.02

Invoice Total \$3,705.37

Town of Grafton
 Main Street (Rte 122A) - FINAL DESIGN
 Grafton, MA

Professional Services from April 22, 2018 to May 19, 2018

Fee

Total Fee	360,000.00		
Percent Complete	1.00	Total Earned	3,600.00
		Previous Fee Billing	0.00
		Current Fee Billing	3,600.00
		Total Fee	3,600.00

Reimbursable Expenses

Printing		105.37	
Total Reimbursables		105.37	105.37

Billing Limits	Current	Prior	To-Date
Consultants	0.00	0.00	0.00
Limit			35,000.00
Remaining			35,000.00
Expenses	105.37	0.00	105.37
Limit			8,000.00
Remaining			7,894.63

Total this Invoice \$3,705.37

OK to Pay
 BS 8/16/18

CH 90 Acct

Payment Due Upon Receipt.

Original Copy



#7102

Invoice

Please remit to:
Vanasse Hangen Brustlin, Inc.
101 Walnut Street, PO Box 9151 | Watertown, MA 02471
617.924.1770 F 617.924.2286

Mr. Brian Szczurko
Department of Public Works - Engineering
Town of Grafton
30 Providence Highway
Grafton, MA 01519

Invoice No: **0265448**
June 20, 2018
VHB Project No: 12462.02

Invoice Total \$3,634.33

Town of Grafton
Main Street (Rte 122A) - FINAL DESIGN
Grafton, MA

Professional Services from May 20, 2018 to June 16, 2018

Fee

Total Fee	360,000.00		
Percent Complete	2.00	Total Earned	7,200.00
		Previous Fee Billing	3,600.00
		Current Fee Billing	3,600.00
		Total Fee	3,600.00

Reimbursable Expenses

Printing		34.33	
Total Reimbursables		34.33	34.33

Billing Limits	Current	Prior	To-Date
Consultants	0.00	0.00	0.00
Limit			35,000.00
Remaining			35,000.00
Expenses	34.33	105.37	139.70
Limit			8,000.00
Remaining			7,860.30

Total this Invoice **\$3,634.33**

OK to P
BS 7/12/18

CH 90 Acct

PAID

7-12-18

\$



9103

Invoice

Please remit to:
Vanasse Hangen Brustlin, Inc.
101 Walnut Street, PO Box 9151 | Watertown, MA 02471
617.924.1770 F 617.924.2286

Mr. Brian Szczurko
Department of Public Works - Engineering
Town of Grafton
30 Providence Highway
Grafton, MA 01519

Invoice No: **0267273**
July 17, 2018
VHB Project No: 12462.02

Invoice Total \$3,600.49

Town of Grafton
Main Street (Rte 122A) - FINAL DESIGN
Grafton, MA
Professional Services from June 17, 2018 to July 14, 2018
Fee

Total Fee	360,000.00		
Percent Complete	3.00	Total Earned	10,800.00
		Previous Fee Billing	7,200.00
		Current Fee Billing	3,600.00
		Total Fee	3,600.00

Reimbursable Expenses

Printing		.49	
Total Reimbursables		.49	.49

Billing Limits	Current	Prior	To-Date
Consultants	0.00	0.00	0.00
Limit			35,000.00
Remaining			35,000.00
Expenses	.49	139.70	140.19
Limit			8,000.00
Remaining			7,859.81

Total this Invoice \$3,600.49

OK to Pay
BS 8/22/18

CH 90 Amt



10431
Invoice

Please remit to:
Vanasse Hangen Brustlin, Inc.
101 Walnut Street, PO Box 9151 | Watertown, MA 02471
617.924.1770 F 617.924.2286

Mr. Brian Szczurko
Department of Public Works - Engineering
Town of Grafton
30 Providence Highway
Grafton, MA 01519

Invoice No: **0269205**
August 15, 2018
VHB Project No: 12462.02

Invoice Total \$5,312.87

Town of Grafton
Main Street (Rte 122A) - FINAL DESIGN
Grafton, MA
Professional Services from July 15, 2018 to August 11, 2018

Fee

Total Fee	360,000.00		
Percent Complete	4.00	Total Earned	14,400.00
		Previous Fee Billing	10,800.00
		Current Fee Billing	3,600.00
		Total Fee	3,600.00

Reimbursable Expenses

Postage & Delivery	72.34		
Printing	1,640.53		
Total Reimbursables	1,712.87	1,712.87	

Billing Limits	Current	Prior	To-Date
Consultants	0.00	0.00	0.00
Limit			35,000.00
Remaining			35,000.00
Expenses	1,712.87	140.19	1,853.06
Limit			8,000.00
Remaining			6,146.94

Total this Invoice \$5,312.87

OK to Pay
BS 9/12/18

CH 90 Acct



11502

Invoice

Please remit to:
Vanasse Hangen Brustlin, Inc.
101 Walnut Street, PO Box 9151 | Watertown, MA 02471
617.924.1770 F 617.924.2286

Mr. Brian Szczurko
Department of Public Works - Engineering
Town of Grafton
30 Providence Highway
Grafton, MA 01519

Invoice No: **0271315**
September 13, 2018
VHB Project No: 12462.02

Invoice Total \$1,800.49

Town of Grafton
Main Street (Rte 122A) - FINAL DESIGN
Grafton, MA

Professional Services from August 12, 2018 to September 8, 2018

Fee

Total Fee	360,000.00		
Percent Complete	4.50	Total Earned	16,200.00
		Previous Fee Billing	14,400.00
		Current Fee Billing	1,800.00
		Total Fee	1,800.00

Reimbursable Expenses

Printing			.49
Total Reimbursables			.49

Billing Limits

	Current	Prior	To-Date
Consultants	0.00	0.00	0.00
Limit			35,000.00
Remaining			35,000.00
Expenses	.49	1,853.06	1,853.55
Limit			8,000.00
Remaining			6,146.45

Total this Invoice \$1,800.49

Ok to Pay
BS 10/10/18

CH 90 Sent



Invoice

Please remit to:
Vanasse Hangen Brustlin, Inc.
101 Walnut Street, PO Box 9151 | Watertown, MA 02471
617.924.1770 F 617.924.2286

13496

Mr. Brian Szczurko
Department of Public Works - Engineering
Town of Grafton
30 Providence Highway
Grafton, MA 01519

Invoice No: **0275224**
November 8, 2018
VHB Project No: 12462.02

Invoice Total \$1,856.35

Town of Grafton
Main Street (Rte 122A) - FINAL DESIGN
Grafton, MA

Professional Services from October 7, 2018 to November 3, 2018

Fee

Total Fee	360,000.00		
Percent Complete	6.4811	Total Earned	23,332.00
		Previous Fee Billing	21,492.00
		Current Fee Billing	1,840.00
		Total Fee	1,840.00

Reimbursable Expenses

Mileage		16.35	
Total Reimbursables		16.35	16.35

Billing Limits

	Current	Prior	To-Date
Consultants	0.00	0.00	0.00
Limit			35,000.00
Remaining			35,000.00
Expenses	16.35	1,869.45	1,885.80
Limit			8,000.00
Remaining			6,114.20

Total this Invoice \$1,856.35

OK to Pay
BS 11/27/18

CH 90 Acct



Invoice

14313

Please remit to:
Vanasse Hangen Brustlin, Inc.
101 Walnut Street, PO Box 9151 | Watertown, MA 02471
617.924.1770 F 617.924.2286

Mr. Brian Szczurko
Department of Public Works - Engineering
Town of Grafton
30 Providence Highway
Grafton, MA 01519

Invoice No: **0273282**
October 11, 2018
VHB Project No: 12462.02

Invoice Total \$5,307.90

Town of Grafton
Main Street (Rte 122A) - FINAL DESIGN
Grafton, MA

Professional Services from September 9, 2018 to October 6, 2018

Fee

Total Fee	360,000.00		
Percent Complete	5.97	Total Earned	21,492.00
		Previous Fee Billing	16,200.00
		Current Fee Billing	5,292.00
		Total Fee	5,292.00

Reimbursable Expenses

Printing		15.90	
Total Reimbursables		15.90	15.90

Billing Limits

	Current	Prior	To-Date
Consultants	0.00	0.00	0.00
Limit			35,000.00
Remaining			35,000.00
Expenses	15.90	1,853.55	1,869.45
Limit			8,000.00
Remaining			6,130.55

Total this Invoice \$5,307.90

OK to Pay
BS 12/13/18

CH 90 Acct



Please remit to:
Vanasse Hangen Brustlin, Inc.
101 Walnut Street, PO Box 9151 | Watertown, MA 02471
617.924.1770 F 617.924.2286

15385

Invoice

Mr. Brian Szczurko
Department of Public Works - Engineering
Town of Grafton
30 Providence Highway
Grafton, MA 01519

Invoice No: **0277352**
December 8, 2018
VHB Project No: 12462.02

Invoice Total \$3,056.00

Town of Grafton
Main Street (Rte 122A) - FINAL DESIGN
Grafton, MA

Professional Services from November 4, 2018 to December 1, 2018

Fee

Total Fee 360,000.00

Percent Complete	7.33	Total Earned	26,388.00
		Previous Fee Billing	23,332.00
		Current Fee Billing	3,056.00
		Total Fee	3,056.00

Billing Limits	Current	Prior	To-Date
Consultants	0.00	0.00	0.00
Limit			35,000.00
Remaining			35,000.00
Expenses	0.00	1,885.80	1,885.80
Limit			8,000.00
Remaining			6,114.20

Total this Invoice **\$3,056.00**

CH 90 Act

OK to Pay
BS 1/7/19

Payment Due Upon Receipt.

Original Copy



Invoice

16458

Please remit to:
Vanasse Hangen Brustlin, Inc.
101 Walnut Street, PO Box 9151 | Watertown, MA 02471
617.924.1770 F 617.924.2286

Mr. Brian Szczurko
Department of Public Works - Engineering
Town of Grafton
30 Providence Highway
Grafton, MA 01519

Invoice No: **0279153**
January 7, 2019
VHB Project No: 12462.02

Invoice Total \$6,400.00

Town of Grafton
Main Street (Rte 122A) - FINAL DESIGN
Grafton, MA

Professional Services from December 2, 2018 to December 29, 2018

Fee

Total Fee 360,000.00

Percent Complete	9.1078	Total Earned	32,788.00
		Previous Fee Billing	26,388.00
		Current Fee Billing	6,400.00
		Total Fee	6,400.00

Billing Limits	Current	Prior	To-Date
Consultants	0.00	0.00	0.00
Limit			35,000.00
Remaining			35,000.00
Expenses	0.00	1,885.80	1,885.80
Limit			8,000.00
Remaining			6,114.20

Total this Invoice \$6,400.00

OK to Pay
BS 1/31/19

CH 90 Acct



Invoice

Please remit to:
Vanasse Hangen Brustlin, Inc.
101 Walnut Street, PO Box 9151 | Watertown, MA 02471
617.924.1770 F 617.924.2286

17004

Mr. Brian Szczurko
Department of Public Works - Engineering
Town of Grafton
30 Providence Highway
Grafton, MA 01519

Invoice No: **0280595**
January 30, 2019
VHB Project No: 12462.02

Invoice Total \$4,358.51

Town of Grafton
Main Street (Rte 122A) - FINAL DESIGN
Grafton, MA

Professional Services from December 30, 2018 to January 26, 2019

Fee

Total Fee	360,000.00		
Percent Complete	10.3078	Total Earned	37,108.00
		Previous Fee Billing	32,788.00
		Current Fee Billing	4,320.00
		Total Fee	4,320.00

Reimbursable Expenses

Printing		38.51	
Total Reimbursables		38.51	38.51

Billing Limits	Current	Prior	To-Date
Consultants	0.00	0.00	0.00
Limit			35,000.00
Remaining			35,000.00
Expenses	38.51	1,885.80	1,924.31
Limit			8,000.00
Remaining			6,075.69

Total this Invoice **\$4,358.51**

OK to Pay
BS 2/8/19

CH 90 Acct



18062

Invoice

Please remit to:

Vanasse Hangen Brustlin, Inc.

101 Walnut Street, PO Box 9151 | Watertown, MA 02471

617.924.1770 • F 617.924.2286

Mr. Brian Szczurko
Department of Public Works - Engineering
Town of Grafton
30 Providence Highway
Grafton, MA 01519

Invoice No: **0283524**
March 6, 2019
VHB Project No: 12462.02

Invoice Total	\$1,387.99
----------------------	-------------------

Town of Grafton

Main Street (Rte 122A) - FINAL DESIGN

Grafton, MA

Professional Services from January 27, 2019 to February 23, 2019**Fee**

Total Fee	360,000.00		
Percent Complete	10.53	Total Earned	37,908.00
		Previous Fee Billing	37,108.00
		Current Fee Billing	800.00
		Total Fee	800.00

Reimbursable Expenses

Printing		47.99	
Permits/Plans		540.00	
Total Reimbursables		587.99	587.99

Billing Limits

	Current	Prior	To-Date
Consultants	0.00	0.00	0.00
Limit			35,000.00
Remaining			35,000.00
Expenses	587.99	1,924.31	2,512.30
Limit			8,000.00
Remaining			5,487.70

Total this Invoice	\$1,387.99
--------------------	-------------------

OK to Pay
BS 3/14/19

CH 90 feet



21492

Invoice

Please remit to:
Vanasse Hangen Brustlin, Inc.
101 Walnut Street, PO Box 9151 | Watertown, MA 02471
617.924.1770 F 617.924.2286

Mr. Brian Szczurko
Department of Public Works - Engineering
Town of Grafton
30 Providence Highway
Grafton, MA 01519

Invoice No: **0287757**
May 3, 2019
VHB Project No: 12462.02

Invoice Total \$34,115.92

Town of Grafton
Main Street (Rte 122A) - FINAL DESIGN
Grafton, MA
Professional Services from March 24, 2019 to April 20, 2019

Fee

Total Fee	360,000.00		
Percent Complete	22.7544	Total Earned	81,915.96
		Previous Fee Billing	47,908.00
		Current Fee Billing	34,007.96
		Total Fee	34,007.96

Reimbursable Expenses

Mileage		76.05	
Printing		31.91	
Total Reimbursables		107.96	107.96

Billing Limits	Current	Prior	To-Date
Consultants	0.00	0.00	0.00
Limit			35,000.00
Remaining			35,000.00
Expenses	107.96	3,212.34	3,320.30
Limit			8,000.00
Remaining			4,679.70

Total this Invoice **\$34,115.92**

Ok to Pay
BS 5/30/19

CH 90 Acct

Payment Due Upon Receipt.

Original Copy



22604

Invoice

Please remit to:

Vanasse Hangen Brustlin, Inc.

101 Walnut Street, PO Box 9151 | Watertown, MA 02471

617.924.1770 F 617.924.2286

Mr. Brian Szczurko
Department of Public Works - Engineering
Town of Grafton
30 Providence Highway
Grafton, MA 01519

Invoice No: **0288754**
May 24, 2019
VHB Project No: 12462.02

Invoice Total \$15,904.12

Town of Grafton
Main Street (Rte 122A) - FINAL DESIGN
Grafton, MA

Professional Services from April 21, 2019 to May 18, 2019

Fee

Total Fee	360,000.00		
Percent Complete	27.1711	Total Earned	97,815.96
		Previous Fee Billing	81,915.96
		Current Fee Billing	15,900.00
		Total Fee	15,900.00

Reimbursable Expenses

Printing		4.12	
Total Reimbursables		4.12	4.12

Billing Limits

	Current	Prior	To-Date
Consultants	0.00	0.00	0.00
Limit			35,000.00
Remaining			35,000.00
Expenses	4.12	3,320.30	3,324.42
Limit			8,000.00
Remaining			4,675.58

Total this Invoice \$15,904.12

OK to Pay
BS 6/20/19

CH90 Acct



22604

Invoice

Please remit to:
Vanasse Hangen Brustlin, Inc.
101 Walnut Street, PO Box 9151 | Watertown, MA 02471
617.924.1770 F 617.924.2286

Mr. Brian Szczurko
Department of Public Works - Engineering
Town of Grafton
30 Providence Highway
Grafton, MA 01519

Invoice No: **0284762**
March 28, 2019
VHB Project No: 12462.02

Invoice Total \$10,700.04

Town of Grafton
Main Street (Rte 122A) - FINAL DESIGN
Grafton, MA

Professional Services from February 24, 2019 to March 23, 2019

Fee

Total Fee	360,000.00		
Percent Complete	13.3078	Total Earned	47,908.00
		Previous Fee Billing	37,908.00
		Current Fee Billing	10,000.00
		Total Fee	10,000.00

Reimbursable Expenses

Mileage		23.20	
Printing		676.84	
Total Reimbursables		700.04	700.04

Billing Limits	Current	Prior	To-Date
Consultants	0.00	0.00	0.00
Limit			35,000.00
Remaining			35,000.00
Expenses	700.04	2,512.30	3,212.34
Limit			8,000.00
Remaining			4,787.66

Total this Invoice \$10,700.04

OK to Pay
BS 6/20/19

Payment Due Upon Receipt.

Original Copy



Invoice

23377

Please remit to:
Vanasse Hangen Brustlin, Inc.
101 Walnut Street, PO Box 9151 | Watertown, MA 02471
617.924.1770 F 617.924.2286

Mr. Brian Szczurko
Department of Public Works - Engineering
Town of Grafton
30 Providence Highway
Grafton, MA 01519

Invoice No: **0290591**
June 19, 2019
VHB Project No: 12462.02

Invoice Total \$12,817.40

Town of Grafton
Main Street (Rte 122A) - FINAL DESIGN
Grafton, MA

Professional Services from May 19, 2019 to June 15, 2019

Fee

Total Fee	360,000.00		
Percent Complete	30.7267	Total Earned	110,615.96
		Previous Fee Billing	97,815.96
		Current Fee Billing	12,800.00
		Total Fee	12,800.00

Reimbursable Expenses

Mileage		17.40	
Total Reimbursables		17.40	17.40

Billing Limits

	Current	Prior	To-Date
Consultants	0.00	0.00	0.00
Limit			35,000.00
Remaining			35,000.00
Expenses	17.40	3,324.42	3,341.82
Limit			8,000.00
Remaining			4,658.18

Total this Invoice **\$12,817.40**

OK to Pay
BS 7/2/19

CH 90 Acct



STATE AID REIMBURSABLE PROGRAMS – REIMBURSEMENT REQUEST

Updated 12/2017

City/Town: Grafton Project Name: Engineering_Adams Road and Institute Road

Contract # 50813

Program Type: Chapter 90 ☒ Muni Bridge ☐ Complete Streets ☐ Other ☐

Project request was approved on 2/25/2016 For \$ 100,000.00

at 100% Reimbursement Rate = \$ 100,000.00

- 1) Attached are forms which document payment of approved expenditures totaling \$1,928.57 for which we are requesting \$1,928.57 at the approved reimbursement rate of 100%.
- 2) The amount expended to date on this project is \$91,747.60 Including this payment.
- 3) Is this request for a FINAL payment on this project? ☐ Yes ☒ No
If yes: Include a "Final Report"
- 4) Remarks:

CERTIFICATION

- A. I hereby certify under penalties of perjury that the charges for labor, materials, equipment, and services itemized and summarized on the attached forms are true and correct, and were incurred on this project in conformance with the MassDOT Highway Division Policies and established Municipal Standards that were approved for this project.

Brian S. [Signature]
(Signed)

Engineer
(Municipal Highway Official Title)

8/18/2019
(Date)

- B. I/we certify under penalties of perjury that the items as listed or summarized on the attached forms were examined; that they are in conformity with our existing wage schedule, equipment rates, and all applicable statutes and regulations; that they are properly chargeable to the appropriation(s) designated for this work; and that Executive Order No. 195, dated April 27, 1981 and Chapter 11, Section 12 is acknowledged as applicable.

REVIEWED AND APPROVED FOR TRANSMITTAL

by _____ Signed: _____

Town Accountant
(Accounting Officer's Title)

(Duly Authorized)

DATE _____



9103

Invoice

Please remit to:
Vanasse Hangen Brustlin, Inc.
101 Walnut Street, PO Box 9151 | Watertown, MA 02471
617.924.1770 F 617.924.2286

Mr. Joseph Laydon
Town Planner
Town of Grafton
30 Providence Road
Grafton, MA 01519

Invoice No: **0267291**
July 17, 2018
VHB Project No: 13410.00

Invoice Total \$1,928.57

Town of Grafton
Adams Road & Institute Road Roadways and Drainage Improvement
Grafton, MA 01519
Professional Services from June 17, 2018 to July 14, 2018

Fee

Total Fee	93,620.00		
Percent Complete	98.00	Total Earned	91,747.60
		Previous Fee Billing	89,819.03
		Current Fee Billing	1,928.57
		Total Fee	1,928.57

Total this Invoice **\$1,928.57**

Billings to Date

	Current	Prior	Total
Fee	1,928.57	89,819.03	91,747.60
Totals	1,928.57	89,819.03	91,747.60

OK to Pay
BS 8/22/18

CH 90 Acct

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